

**TOWN OF MENDON**  
**Town Board Agenda – Tentative**  
**Monday, April 11, 2022 – 7:00PM**  
**167 North Main Street**  
**Honeoye Falls, NY**

**REGULAR MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Supervisor's Monthly Report
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Transfers/Adjustments
10. Abstract of Audited Vouchers
11. Contract with ESP Consulting, LLC
12. Military Memorial and Spray Park Budget
13. Labella Bid Acceptance- Military Memorial and Spray Park
14. Public Hearing- Unsafe Building at 3316 Rush-Mendon Road
15. 3316 Rush Mendon Road- Unsafe Building
16. Youth Center- Discussion
17. Contract With Bernard P. Donegan, Inc. Municipal Finance
18. Library Board of Trustees- Appointment
19. Standard Workday for Elected and Appointed Officials
20. Public Comment
21. Adjournment

**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:**

**April 11, 2022, Regular Town Board Meeting**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. AGENDA**

*(Resolution 22-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to adopt the agenda as presented OR with the following amendment(s).

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

**4. PUBLIC COMMENT**

**5. COMMUNICATIONS**

**Highway Superintendent**

**Town Clerk**

**Town Attorney**

**Town Board**

**Supervisor**

**6. SUPERVISOR'S MONTHLY REPORT**

*(Resolution 22-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to acknowledge receipt of the Supervisor's Monthly Report for March 2022.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

**7. TOWN CLERK'S MONTHLY REPORT**

*(Resolution 22-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to acknowledge receipt of the Town Clerk's Monthly Report for March 2022, showing receipts and disbursements in the amount of \$3,844.19

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

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## **8. MINUTES**

### ***(Resolution 22-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the minutes of the regular Town Board Meetings as presented OR with the following amendments: *(amendments, if any, go here)*.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **9. BUDGET TRANSFERS/ADJUSTMENTS**

### ***(Resolution 22-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the following budget adjustments:

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **10. VOUCHERS**

### **General Abstract**

#### ***(Resolution 22-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve all claims on vouchers numbered 22-220 to 22-290, on General Abstract 22-04, in the amount of \$227,546.07

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

### **Library Abstract**

Library vouchers numbered 22-037 to 22-052, on Library Abstract 22-04, in the amount of \$4,601.96 were presented to the Town Board for payment.

## **11. CONTRACT WITH ESP CONSULTING, LLC**

### ***(Resolution 22-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to enter into an agreement with ESP Consulting, LLC for Town Grant Eligibility Assessment. Not to exceed \$2,500.00 from account number B 8023.400 Planning Projects Contracted Services.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

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## **12. MILITARY MEMORIAL AND SPRAY PARK BUDGET**

***(Resolution 22-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the budget estimate prepared by the Supervisor for the approval of bids on the Military Memorial and Spray Park.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay;  
Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **13. LABELLA BID ACCEPTANCE- MILITARY MEMORIAL AND SPRAY PARK**

***(Resolution 22-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_ to approve the recommendation from the town engineer LaBella for the following:

Contract #01 \$829,000.00 or #01 Alternate \$886,400.00 with Springer Construction Group, Inc.

Contract #03 \$98,600.00 with Conners-Haas, Inc

Contract #04 \$120,000.00 with CP Ward

All reviews and Bonding are acceptable by recommendation by LaBella.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay;  
Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **14. PUBLIC HEARING- UNSAFE BUILDING 3316 RUSH MENDON ROAD**

***(Resolution 22-\_\_\_)***

The public hearing to give the property owner of [3316 Rush Mendon Road](#) (tax account number 263689 215.01-1-25) and/or the person(s) owning property an opportunity to be heard as to why the building has not been removed and also for the Town Board to receive proposals for the removal of such building, pursuant to Mendon Town Code.

The Supervisor opened the Public Hearing at \_\_\_\_\_ pm.

### **PUBLIC COMMENT**

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to close the Public Hearing.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay;  
Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **15. 3316 RUSH MENDON ROAD- UNSAFE BUILDING**

***(Resolution 22-\_\_\_)***

WHEREAS, pursuant to section 117-4 of the Town Code, Jack Maas has been duly notified UNSAFE STRUCTURE located at his property at [3316 Rush Mendon Road](#), and

WHEREAS, a public hearing was held on April 11, 2022

NOW, THEREFORE BE IT RESOLVED, that Mr. Maas shall have until June 11, 2022 to remove any personal property or belongings from the property, and

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BE IT FURTHER RESOLVED, that the supervisor is authorized to contract for the removal of the trailers on or after June 11, 2022 at a cost not to be determined, and  
FINALLY, BE IT RESOLVED, that all expenses to the Town in removing the building(s) from the property be assessed on the real property from which the building(s) were removed and the expense so assessed shall constitute a lien and charge on the real property on which it is levied until paid or otherwise satisfied or discharged, as authorized by Town Code 117-8 and 117-11.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **16. YOUTH CENTER- DISCUSSION**

Discussion regarding the 2022 reopening of the Mendon Youth Center

## **17. CONTRACT WITH BERNARD P. DONEGAN, INC. MUNICIPAL FINANCE (Resolution 22-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_, seconded by Mr/s. \_\_\_\_, to contract with Bernard P. Donegan, Inc. Municipal Finance for 2022 for any municipal finance for temporary financing, permanent financing as approved by the Mendon Town Board and any disclosures required by law, authorized by the Town Supervisor.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **18. LIBRARY BOARD OF TRUSTEES APPOINTMENT (Resolution 22-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_, seconded by Mr/s. \_\_\_\_, to appoint Mary McCabe to the position of Library Board of Trustees. Appointment to expire December 31, 2024.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

## **19. STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS (Resolution 22-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_, seconded by Mr/s. \_\_\_\_, to approve submittal of records to the NYS Retirement System for all Elected and Appointed Officials.

## **20. PUBLIC COMMENT**

## **21. ADJOURNMENT (Resolution 22-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_, seconded by Mr/s. \_\_\_\_, to adjourn the meeting at \_\_\_\_ PM.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

*Numbers correspond with Tentative Agenda.*

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Town of Mendon  
Supervisor's Report  
March 2022

Fund	Revenues		Expenditures				Appropriated Fund Balance						
	Budget	Budget as Amended	Year to Date	Balance	% Received	Budget	Budget as Amended	Year to Date	Balance	% Expensed	Budget	Budget as Amended	Year to Date
A-General Townwide	\$1,562,050	\$1,562,050	\$1,106,793	\$455,257	71%	\$1,857,050	\$1,862,254	\$402,926	\$1,459,328	22%	\$245,000	\$300,204	\$703,867
B-General Parttown	\$504,075	\$504,075	\$222,692	\$281,383	44%	\$604,075	\$604,768	\$84,157	\$520,631	14%	\$100,000	\$100,713	\$138,535
DA-Highway Townwide	\$507,800	\$507,800	\$36,445	\$471,355	7%	\$655,800	\$664,300	\$149,997	\$514,303	23%	\$148,000	\$156,500	-\$113,552
DB-Highway Parttown	\$1,384,018	\$1,384,018	\$785,163	\$598,855	57%	\$1,784,018	\$1,790,764	\$503,350	\$1,287,414	28%	\$400,000	\$406,746	\$281,812
L-Library Townwide	\$361,200	\$361,200	\$354,887	\$6,313	98%	\$361,200	\$361,200	\$88,468	\$272,732	24%	\$0	\$0	\$266,420
SD-Special Districts	\$234,304	\$234,304	\$237,307	-\$3,003	101%	\$237,304	\$237,304	\$162,948	\$74,356	69%	\$3,000	\$3,000	\$74,359
	\$4,553,447	\$4,553,447	\$2,743,288	\$1,810,159	60%	\$5,499,447	\$5,520,610	\$1,391,846	\$4,128,764	25%	\$896,000	\$967,163	\$1,351,441
Calculation of Surplus Funds													
	A-General Townwide	B-General Parttown	DA-Highway Townwide	DB-Highway Parttown	L-Library Townwide	SD-Special Districts							
Assigned Fund Balance 1/1/22	\$295,000	\$100,000	\$148,000	\$400,000	\$0	\$3,000							
Committed 12/31/21	\$5,204	\$713	\$8,500	\$6,746	\$0	\$0							
Restricted 12/31/21	\$598,194	\$0	\$455,469	\$861,399	\$0	\$0							
Actual Fund Balance 12/31/21	\$1,501,223	\$1,235,350	\$690,859	\$1,681,473	\$17,081	\$31,670							
Unassigned Fund Balance 12/31/21	\$602,826	\$1,134,637	\$78,890	\$413,328	\$17,081	\$28,670							
3/1-03/31/22 Change in Fund Balance	\$703,867	\$138,535	-\$113,552	\$281,812	\$266,420	\$74,359							



# TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

MARCH, 2022

TO THE SUPERVISOR:

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Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

<b>A1255</b>			
	<u>3</u>	DECALS	<u>4.69</u>
	<u>2</u>	MARRIAGE LICENSES NO. 22002 TO 22003	<u>35.00</u>
		<b>TOTAL TOWN CLERK FEES</b>	<b>39.69</b>
<b>A2409</b>			
	<u>1</u>	ATHLETIC FLD USE MULTPL	<u>400.00</u>
		<b>TOTAL A2409</b>	<b>400.00</b>
<b>A2544</b>			
	<u>40</u>	DOG LICENSES	<u>242.00</u>
		<b>TOTAL A2544</b>	<b>242.00</b>
<b>A2655</b>			
	<u>1</u>	RETURNED CHECK FEE	<u>20.00</u>
	<u>6</u>	COPIES	<u>1.50</u>
		<b>TOTAL A2655</b>	<b>21.50</b>
<b>B2115</b>			
	<u>2</u>	P B PUBLIC HEARING	<u>200.00</u>
	<u>1</u>	P B APP SUB <5	<u>150.00</u>
	<u>2</u>	P B APP PER LOT	<u>100.00</u>
	<u>1</u>	P B SPECIAL USE	<u>250.00</u>
		<b>TOTAL B2115</b>	<b>700.00</b>
<b>B2555</b>			
	<u>12</u>	BUILDING PERMIT	<u>1,301.00</u>
		<b>TOTAL B2555</b>	<b>1,301.00</b>
<b>B2770</b>			
	<u>2</u>	ENG REV ADV SUB/LOT	<u>400.00</u>
	<u>1</u>	ENG REV ADV SITE PLN	<u>700.00</u>
		<b>TOTAL B2770</b>	<b>1,100.00</b>
<b>B2771</b>			
	<u>2</u>	MURDER AND MAYHEM	<u>40.00</u>
		<b>TOTAL B2771</b>	<b>40.00</b>

TOWN CLERK'S MONTHLY REPORT

MARCH, 2022

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	703.19
PAID TO SUPERVISOR FOR PART TOWN FUND	3,141.00
PAID TO NYS DEC FOR DECALS	80.31
PAID TO NYS ANIMAL POPULATION CONTROL FUND	52.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	45.00
<b>TOTAL DISBURSEMENTS</b>	<b>4,021.50</b>

*Amt pd to Supervisor - \$3844.19*

APRIL 1, 2022

\_\_\_\_\_, SUPERVISOR  
JOHN D. MOFFITT

STATE OF NEW YORK, COUNTY OF MONROE, TOWN OF MENDON

I, Michelle Booth, being duly sworn, says that I am the Clerk of the TOWN OF MENDON that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

*Michelle Booth*

Town Clerk

1 day of April, 2022

*Kelli Parmelee*

Notary Public

**KELLI PARMELEE**  
Notary Public - State of New York  
No. 01PA6423433  
Qualified in Monroe County  
My Commission Expires October 12, 2025

04/01/22  
08:24:07

## TOWN OF MENDON Cash Book Transactions

For the period 03/01/22 through 03/31/22

Total: \$4,021.50

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
03/01/22	GRUSCHOW, KATE & BILL	0000666/FS RENEWAL 0007194		6.00			
03/01/22	JOHNSON	BUILDING PERMIT 8710 - 4700 CLOVER - SOL					75.00
03/02/22	PRENTICE, LINDA I	0000490/MN RENEWAL 0007196		6.00			
03/02/22	BROWN, BILL	0000768/MN RENEWAL 0007197		6.00			
03/02/22	KREIDER, KELLY	0000838/FS RENEWAL 0007195		6.00			
03/02/22	DECALS	DECALS DAILY TOTAL	25.00				
03/03/22	PAGE, DOUGLAS	0000774/FU RENEWAL 0007198		15.00			
03/07/22	FORD, DAENA & RANDY	0000483/FS RENEWAL 0007199		6.00			
03/07/22	FORD, DAENA & RANDY	0000484/FS RENEWAL 0007200		6.00			
03/07/22	CLOEN, CAROL	0000670/FS RENEWAL 0007201		6.00			
03/08/22	SUSTAINABLE ENERGY DEVEL.	BUILDING PERMIT CONKLIN 10 DRUMLIN VIEW					75.00
03/09/22	WENDT, SUSAN	0000276/FS RENEWAL 0007202		6.00			
03/09/22	LAWRENCE, KELLY	0000327/MN Dead					
03/09/22	ROBINSON, LISA	0000939/FS ORIGINAL		6.00			
03/09/22	SUSTAINABLE ENERGY DEVEL	BUILDING PERMIT GUCKIAN - 4 MORGAN CHASE					75.00
03/10/22	ERWAY, ANNE M	0000270/FS RENEWAL 0007203		6.00			
03/10/22	FALKNER, TOM	BUILDING PERMIT R8508 - 7 SMITH - ALTERA					100.00
03/14/22	DUNCAN, DEAN A	0000283/FS RENEWAL 0007206		6.00			
03/14/22	SCRIVENS, MICHAEL	0000284/FS Dead					
03/14/22	SMITH, KIM	0000497/FS RENEWAL 0007204		6.00			
03/14/22	WILSON, DEBRA	0000854/FS RENEWAL 0007205		6.00			
03/14/22	DOOLEY	BUILDING PERMIT 8713 - 840 CHS FCTRY - F					40.00
03/14/22	CHASE-MILLER	MARRIAGE LICENSE 22002			40.00		
03/14/22	CHASE	MURDER AND MAYHEM					20.00
03/15/22	GLUCKMAN, STUART	0000291/MU RENEWAL 0007208		15.00			
03/15/22	GLUCKMAN, STUART	0000292/FS RENEWAL 0007209		6.00			
03/15/22	ARMES, KEN & MICHELE	0000847/FS RENEWAL 0007207		6.00			
03/16/22	BOISE, STUART	0000277/FS RENEWAL 0007213		6.00			
03/16/22	SMITH, SHELLY	0000486/MN Gone					
03/16/22	MERCIER, MICHELLE	0000770/MN RENEWAL 0007210		6.00			
03/16/22	MERCIER, MICHELLE	0000771/FS RENEWAL 0007211		6.00			
03/16/22	MELVILLE, JOHN H	0000817/MN RENEWAL 0007212		6.00			
03/16/22	MELVILLE, JOHN H	0000818/MN Gone					
03/16/22	SMITH, SHELLY	0000848/FS Dead					
03/16/22	MELVILLE, JOHN H	0000940/MU ORIGINAL		15.00			
03/16/22	CORREIA, RICHARD	0000941/FS ORIGINAL		6.00			
03/17/22	SMALL, SARAH	0000942/FS ORIGINAL		6.00			
03/17/22	HF BLAZE SOCCER	ATHLETIC FLD USE MULTPL					400.00
03/17/22	STOTT	P B PUBLIC HEARING 1369 PITTSFORD MENDON					100.00
03/17/22	STOTT	P B SPECIAL USE 1369 PITTSFORD MENDON RD					250.00
03/18/22	NORTH, LEISA	0000256/MN RENEWAL 0007216		6.00			
03/18/22	NORTH, LEISA	0000257/MN RENEWAL 0007217		6.00			
03/18/22	BOCK, KAREN	0000271/FS RENEWAL 0007214		6.00			
03/18/22	BAKER, JANICE/JONATHAN	5211190/MN RENEWAL 0007215		6.00			
03/18/22	ALTIER SUBDIVISION	ENG REV ADV SITE PLN HARLOFF & CHEESE FA					700.00
03/18/22	ALTIER SUBDIVISION	ENG REV ADV SUB/LOT HARLOFF & CHEESE FAC					400.00
03/18/22	ALTIER SUBDIVISION	P B APP PER LOT HARLOFF & CHEESE FACTORY					100.00
03/18/22	ALTIER SUBDIVISION	P B APP SUB <5 HARLOFF & CHEESE FACTORY					150.00

Date	Name	Description	DEC	DL	ML	GCL	Other
03/18/22	ALTIER SUBDIVISION	P B PUBLIC HEARING HARLOFF & CHEESE FACT					100.00
03/22/22	BALMER	BUILDING PERMIT 8714 - 1238 PTSMNDNCTR -					75.00
03/22/22	JOVENITTI	BUILDING PERMIT 8715 - 7 HAWKS VW - POLE					50.00
03/23/22	JEZSU, JANE	0000943/MN ORIGINAL		6.00			
03/23/22	GREER	BUILDING PERMIT 8716 - 331 MEND IONIA -					40.00
03/23/22	O'DELL-LAPOFF	BUILDING PERMIT 8717 - 71 PRTRDG HL - GN					100.00
03/24/22	CAMPANELLI, MANUELA	0000261/FS RENEWAL 0007218		6.00			
03/24/22	DURANT, PAM	0000849/FS RENEWAL 0007219		6.00			
03/24/22	GOODBERLET, ERIC & ARIA	0000944/MU ORIGINAL		15.00			
03/24/22	GOODBERLET, ERIC & ARIA	0000945/MU ORIGINAL		15.00			
03/24/22	GOODBERLET, ERIC & ARIA	0000946/MU ORIGINAL		15.00			
03/24/22	KHAN	BUILDING PERMIT 8718 - 3 PHILA - DECK					50.00
03/24/22		MURDER AND MAYHEM					20.00
03/25/22	ELWOOD, DONNA	0000772/FS Gone					
03/25/22	LORD, AMY	0000947/MN ORIGINAL		6.00			
03/28/22	BROWN	BUILDING PERMIT R8521 - 54 BGGYWHP - SFD					571.00
03/28/22	DECALS	DECALS DAILY TOTAL	35.00				
03/28/22	BROWN	RETURNED CHECK FEE RE BLD PERMIT R8521					20.00
03/29/22	HAFENSTINER, SHARON	0000853/FS RENEWAL 0007220		6.00			
03/29/22	LAMPSON	COPIES BIRTH CERTIFICATES					1.50
03/29/22	LAMPSON-ROJO ALVARADO	MARRIAGE LICENSE 22003			40.00		
03/30/22	BLOOMBERG, STEVEN	0000278/MN RENEWAL 0007221		6.00			
03/31/22	FLOSS, VIRGINIA	0000266/MN RENEWAL 0007222		6.00			
03/31/22	FLOSS, VIRGINIA	0000267/MN RENEWAL 0007223		6.00			
03/31/22	O'KELLY, JIM	0000857/FS RENEWAL 0007225		6.00			
03/31/22	AUSTIN	BUILDING PERMIT 8719 - 1162 CHS FCTRY -					50.00
03/31/22	DECALS	DECALS DAILY TOTAL	25.00				

<b>Total:</b>	<b>\$4,021.50</b>	85.00	294.00	80.00	0.00	3,562.50
<b>Deposit Amount:</b>	<b>\$4,021.50</b>					
Cash:	\$1,096.50					
Checks:	\$2,925.00					
<b>Credit Card Amount:</b>	<b>\$0.00</b>					



**Department of  
Environmental  
Conservation**

STATE OF NEW YORK  
**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**  
625 Broadway, Albany, NY 12233

Phone 1-800-962-5622

Invoice 2068-64200

TOWN OF MENDON  
16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: 03/01/2022 to 03/31/2022

### Invoice Summary

Sales Summary	Items Sold	Sales Total	Vendor Commission	Sweep Amount
	6	\$85.00	\$4.69	\$80.31

Reversals / Voids Summary	Items Reversed / Voided	Reversal / Void Total	Vendor Commission	Sweep Amount
	0	\$0.00	\$0.00	\$0.00

Manual Adjustment Summary	Adjustment Note	Adjustment Type	Adjustment Amount
---------------------------	-----------------	-----------------	-------------------

Invoice Totals			Sweep	\$80.31
----------------	--	--	-------	---------

**\$80.31** Will be swept from your bank account on **4/14/2022**



**Department of  
Environmental  
Conservation**

STATE OF NEW YORK  
**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**  
625 Broadway, Albany, NY 12233

Phone 1-800-962-5622

Invoice 2068-64200

TOWN OF MENDON  
16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: 03/01/2022 to 03/31/2022

**Product Summary**

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Resident Fishing	3	\$4.14	\$70.86	0	\$0.00	\$0.00	\$75.00	\$4.14	\$70.86
Resident Turkey Permit	1	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
Spring Turkey Tag #1	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #2	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>6</b>	<b>\$4.69</b>	<b>\$80.31</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85.00</b>	<b>\$4.69</b>	<b>\$80.31</b>

**\$80.31** Will be swept from your bank account on **4/14/2022**



STATE OF NEW YORK  
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 625 Broadway, Albany, NY 12233

Department of  
 Environmental  
 Conservation

Phone 1-800-962-5622

Invoice 2068-64200

TOWN OF MENDON  
 16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: 03/01/2022 to 03/31/2022

**Daily Summary**

Date	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
03/02/2022	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
03/03/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/04/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/05/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/06/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/07/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/08/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/09/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/10/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/11/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/12/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/13/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/14/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/15/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/16/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/17/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/18/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/19/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/20/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/21/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/22/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/23/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/24/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/25/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/26/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/27/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/28/2022	4	\$1.93	\$33.07	0	\$0.00	\$0.00	\$35.00	\$1.93	\$33.07
03/29/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/30/2022	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/31/2022	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
<b>Totals</b>	<b>6</b>	<b>\$4.69</b>	<b>\$80.31</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85.00</b>	<b>\$4.69</b>	<b>\$80.31</b>

**\$80.31** Will be swept from your bank account on **4/14/2022**

TOWN OF MENDON

**Detail of Decals Transactions**

For the period 03/01/2022 through 03/31/2022

04/01/2022

09:07:34

<b>Date</b>	<b>Gross Sales</b>	<b>Commission</b>	<b>Net Sales</b>
03/02/2022	25.00	1.38	23.62
03/28/2022	35.00	1.93	33.07
03/31/2022	25.00	1.38	23.62
<b>Grand Total:</b>	<b>85.00</b>	<b>4.69</b>	<b>80.31</b>

Vendor: TOWN OF MENDON

Report: Sales

Date: 2022-03-02

Sales Rep	Transaction Date	Type	Transaction Number	Order Number	DEC ID	Client Name	Product Name	Qty	Payment	Gross Total	Vendor Commission	State Amount	Transaction Total
Michelle Booth	03/2/2022 1:52PM EST	Sale	67115007	50154475	29768000969	Alan B Webster	Resident Fishing	1	Cash	\$25.00	\$1.38	\$23.62	\$25.00
Michelle Booth		Subtotal								\$25.00	\$1.38	\$23.62	\$25.00
		Transactions Total								\$25.00	\$1.38	\$23.62	\$25.00
		Subtotal							Cash	\$25.00	\$1.38	\$23.62	\$25.00
		Payment Type Total								\$25.00	\$1.38	\$23.62	\$25.00
		Adjustments Total								\$0.00		\$0.00	\$0.00
		Daily Total								\$25.00	\$1.38	\$23.62	\$25.00

**Vendor: TOWN OF MENDON**  
**Report: Sales**  
**Date: 2022-03-28**

Sales Rep	Transaction Date	Type	Transaction Number	Order Number	DEC ID	Client Name	Product Name	Qty	Payment	Gross Total	Vendor Commission	State Amount	Transaction Total
Michelle Booth	03/28/2022 9:53AM EDT	Sale	67147813	50190161	272380002005	Brian P Dolan	Resident Turkey Permit	1	Cash	\$10.00	\$0.55	\$9.45	
Michelle Booth	03/28/2022 9:53AM EDT	Sale	67147813	50190161	272380002005	Brian P Dolan	Spring Turkey Tag #1	1	Cash	\$0.00	\$0.00	\$0.00	
Michelle Booth	03/28/2022 9:53AM EDT	Sale	67147813	50190161	272380002005	Brian P Dolan	Spring Turkey Tag #2	1	Cash	\$0.00	\$0.00	\$0.00	\$10.00
Michelle Booth	03/28/2022 3:44PM EDT	Sale	67148802	50191229	418280003274	Bradford J Bandemer	Resident Fishing	1	Cash	\$25.00	\$1.38	\$23.62	\$25.00
		<b>Subtotal</b>								\$35.00	\$1.93	\$33.07	
		<b>Transactions Total</b>								\$35.00	\$1.93	\$33.07	
		<b>Subtotal</b>							Cash	\$35.00	\$1.93	\$33.07	
		<b>Payment Type Total</b>								\$35.00	\$1.93	\$33.07	
		<b>Adjustments Total</b>								\$0.00	\$0.00	\$0.00	
		<b>Daily Total</b>								\$35.00	\$1.93	\$33.07	

Vendor: TOWN OF MENDON

Report: Sales

Date: 2022-03-31

Sales Rep	Transaction Date	Type	Transaction Number	Order Number	DEC ID	Client Name	Product Name	Qty	Payment	Gross Total	Vendor Commission	State Amount	Transaction Total
Michelle Booth	03/31/2022 3:19PM EDT	Sale	67156537	50199582	21498000449	Christopher O Alien	Resident Fishing	1	Cash	\$25.00	\$1.38	\$23.62	\$25.00
Michelle Booth		Subtotal								\$25.00	\$1.38	\$23.62	\$25.00
		Transactions Total								\$25.00	\$1.38	\$23.62	\$25.00
		Subtotal								\$25.00	\$1.38	\$23.62	\$25.00
		Payment Type Total								\$25.00	\$1.38	\$23.62	\$25.00
		Adjustments Total								\$0.00		\$0.00	\$0.00
		Daily Total								\$23.62		\$23.62	\$23.62

Month Reported: MARCH, 2022

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: APRIL 1, 2022

## Dog License Monthly Report

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Original ID Dog Licenses sold	<u>9</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>31</u>
Purebred License Renewals sold	<u>0</u>
<b>Total sold</b>	<u><b>40</b></u>

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### LICENSE TYPES AND FEES COLLECTED

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>34</u>	\$5.00 ea <u>170.00</u>	\$1.00 ea <u>34.00</u>
Unspayed and Unneutered Dogs	<u>6</u>	\$12.00 ea <u>72.00</u>	\$3.00 ea <u>18.00</u>
Exempt - Seeing Eye, War, Police	<u>0</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total licenses sold	<u>40</u>	<u>242.00</u>	<u>52.00</u>

### REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>0</u>	<u>0.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>0</u>	<u>0.00</u>

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### DISBURSEMENTS

Paid to Supervisor \$242.00

Paid to NYS Animal Population Control Program \$52.00

NYS Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975  
Albany, NY 12201-0975

State of New York  
Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975, Albany, NY 12201-0975

Month of Submission: MARCH, 2022  
County: MONROE      Town of Mendon  
TCV Code: 2609      Monroe Mendon  
Prepared by: Michelle Booth, Town Clerk  
Date Prepared: APRIL 1, 2022

**ANIMAL POPULATION CONTROL PROGRAM SUBMISSION**

Submit by the 5th of the month covering activities  
of the preceding month.

<b>LICENSE TYPES AND FEES COLLECTED</b>	<b>Unspayed/Unneutered - Four months of age or older</b>
Spayed and Neutered Dogs	\$1.00 ea =      \$34.00
Unspayed and Unneutered Dogs	\$3.00 ea =      \$18.00
<b>TOTAL AMOUNT REMITTED</b>	\$52.00
<b>Check Number:</b> 1006	

**TOWN OF MENDON**

04/01/2022  
08:44:07

**Detail of Dog License Transactions**  
For the period 03/01/2022 through 03/31/2022

<b>Id</b>	<b>Date</b>	<b>License Type</b>	<b>Owner</b>	<b>Local Fee</b>	<b>APCP Surcharge</b>
<b>Original I.D. Dog Licenses Issued:</b>					
1	0000939	03/09/2022	FS ROBINSON, LISA	5.00	1.00
2	0000940	03/16/2022	MU MELVILLE,JOHN H	12.00	3.00
3	0000941	03/16/2022	FS CORREIA, RICHARD	5.00	1.00
4	0000942	03/17/2022	FS SMALL, SARAH	5.00	1.00
5	0000943	03/23/2022	MN JEZSU, JANE	5.00	1.00
6	0000944	03/24/2022	MU GOODBERLET, ERIC & A	12.00	3.00
7	0000945	03/24/2022	MU GOODBERLET, ERIC & A	12.00	3.00
8	0000946	03/24/2022	MU GOODBERLET, ERIC & A	12.00	3.00
9	0000947	03/25/2022	MN LORD, AMY	5.00	1.00
				<b>73.00</b>	<b>17.00</b>

**Renewal Licenses and New Owners Issued:**

1	0000666	0007194	03/01/2022	FS	GRUSCHOW, KATE & BIL	5.00	1.00
2	0000838	0007195	03/02/2022	FS	KREIDER, KELLY	5.00	1.00
3	0000490	0007196	03/02/2022	MN	PRENTICE, LINDA I	5.00	1.00
4	0000768	0007197	03/02/2022	MN	BROWN, BILL	5.00	1.00
5	0000774	0007198	03/03/2022	FU	PAGE, DOUGLAS	12.00	3.00
6	0000483	0007199	03/07/2022	FS	FORD, DAENA & RANDY	5.00	1.00
7	0000484	0007200	03/07/2022	FS	FORD, DAENA & RANDY	5.00	1.00
8	0000670	0007201	03/07/2022	FS	CLOEN, CAROL	5.00	1.00
9	0000276	0007202	03/09/2022	FS	WENDT, SUSAN	5.00	1.00
10	0000270	0007203	03/10/2022	FS	ERWAY, ANNE M	5.00	1.00
11	0000497	0007204	03/14/2022	FS	SMITH, KIM	5.00	1.00
12	0000854	0007205	03/14/2022	FS	WILSON, DEBRA	5.00	1.00
13	0000283	0007206	03/14/2022	FS	DUNCAN, DEAN A	5.00	1.00
14	0000847	0007207	03/15/2022	FS	ARMES, KEN & MICHELE	5.00	1.00
15	0000291	0007208	03/15/2022	MU	GLUCKMAN, STUART	12.00	3.00
16	0000292	0007209	03/15/2022	FS	GLUCKMAN, STUART	5.00	1.00
17	0000770	0007210	03/16/2022	MN	MERCIER, MICHELLE	5.00	1.00
18	0000771	0007211	03/16/2022	FS	MERCIER, MICHELLE	5.00	1.00
19	0000817	0007212	03/16/2022	MN	MELVILLE,JOHN H	5.00	1.00
20	0000277	0007213	03/16/2022	FS	BOISE, STUART	5.00	1.00
21	0000271	0007214	03/18/2022	FS	BOCK, KAREN	5.00	1.00
22	5211190	0007215	03/18/2022	MN	BAKER, JANICE/JONATH	5.00	1.00
23	0000256	0007216	03/18/2022	MN	NORTH, LEISA	5.00	1.00
24	0000257	0007217	03/18/2022	MN	NORTH, LEISA	5.00	1.00
25	0000261	0007218	03/24/2022	FS	CAMPANELLI, MANUELA	5.00	1.00
26	0000849	0007219	03/24/2022	FS	DURANT, PAM	5.00	1.00
27	0000853	0007220	03/29/2022	FS	HAFENSTINER, SHARON	5.00	1.00
28	0000278	0007221	03/30/2022	MN	BLOOMBERG, STEVEN	5.00	1.00
29	0000266	0007222	03/31/2022	MN	FLOSS, VIRGINIA	5.00	1.00
30	0000267	0007223	03/31/2022	MN	FLOSS, VIRGINIA	5.00	1.00
31	0000857	0007225	03/31/2022	FS	O'KELLY, JIM	5.00	1.00
						<b>169.00</b>	<b>35.00</b>

**Status Changes:**

	<b>Id</b>	<b>Date</b>	<b>License Type</b>	<b>Owner</b>	<b>Local Fee</b>	<b>APCP Surcharge</b>
1	0000327	03/09/2022	MN	LAWRENCE, KELLY	Dead	
2	0000284	03/14/2022	FS	SCRIVENS, MICHAEL	Dead	
3	0000818	03/16/2022	MN	MELVILLE, JOHN H	Gone	
4	0000486	03/16/2022	MN	SMITH, SHELLY	Gone	
5	0000848	03/16/2022	FS	SMITH, SHELLY	Dead	
6	0000772	03/25/2022	FS	ELWOOD, DONNA	Gone	
<b>TOTAL SALES</b>					<b>242.00</b>	<b>52.00</b>

Void Receipt # 021453

Date: 03/31/2022

Holder: O'KELLY, JIM

Reason: Correction

The void done by: Michelle

*Bedid renewal to edit + add*

*Spaying — Bmtb*

# Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of <u>MARCH</u> 2022
City or Town of <u>MENDON</u>
County of <u>MONROE</u>

DEP. NO. _____
\$ <u>45.00</u>
CHECK # <u>1007</u>

DO NOT WRITE IN ABOVE SPACE

Pursuant to the provisions of Section 15 of the Domestic Relations Law, as last amended by Chapter 62 of the Laws of 2003, I herewith transmit to the State Commissioner of Health a fee of twenty-two dollars and fifty cents for each marriage license issued by me during the month covered by this report.

Licenses were numbered from 002 to 003 inclusive. (Total Active Military: 0)  
(if ONE license was issued place number in first space only!) (if NO licenses were issued write "NONE" in above space)

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health  DO NOT SEND CASH  Amount of remittance with this report \$ <u>45.00</u>	Name of City or Town Clerk (Please Print) <u>Michelle Booth</u>	
	Signature of City or Town Clerk <u>Michelle Booth</u>	Date <u>04/01/2022</u>
	Mailing Address <u>16 WEST MAIN STREET</u> <u>HONEOYE FALLS NY</u> Zip <u>14472</u>	
	E-mail Address Phone <u>(585) 624-6060</u>	

## INSTRUCTIONS

THIS MONTHLY REPORT OF MARRIAGE LICENSES ISSUED MUST BE TRANSMITTED TO THE STATE DEPARTMENT OF HEALTH AT THE ABOVE ADDRESS FOR EACH MONTH regardless of whether or not any licenses were issued. If no licenses were issued, indicate NONE in the space provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 regardless of whether or not the marriage ceremony is ever performed.

Marriage licenses must be numbered and reported consecutively throughout the year starting with number 1 at the beginning of EACH calendar year.

Pursuant to the authority of Section 19 of the New York State Domestic Relations Law, the Commissioner of Health has directed that this report, together with any fee, must be transmitted to the State Department of Health by the 15th of the month following the month which the report covers.

New York State Domestic Relations Law Section 22 provides that any Town or City Clerk who violates or fails to comply with any of the above mentioned reporting or filing requirements, shall be deemed guilty of a misdemeanor and shall pay a fine not exceeding the sum of one hundred dollars on a conviction thereof.

04/01/2022

**TOWN OF MENDON**

08:44:31

**Detail of Marriage License Transactions**

For the period 03/01/2022 through 03/31/2022

	<b>Id</b>	<b>Date</b>	<b>Groom(Spouse A) &amp; Bride(Spouse B)</b>	<b>Statutory Fee</b>	<b>Local Fee</b>	<b>Total</b>
1.	22002	03/14/2022	CHASE, JAMES EDWARD to MILLER, LISA MARIE	22.50	17.50	40.00
2.	22003	03/29/2022	LAMPSON, BRANDON CHRISTOPHER to ROJO ALVARADO, ODIL	22.50	17.50	40.00
<b>TOTAL SALES:</b>				<b>45.00</b>	<b>35.00</b>	<b>80.00</b>

04/01/2022  
08:52:52

**TOWN OF MENDON**

A1255 - A2770 Transaction Report

For the period 03/01/2022 through 03/31/2022

Type	Date	Comment	Name	Quantity	Fee
<b>A2409</b>					
1.AFUM	03/17/2022		HF BLAZE SOCCER	1	400.00
				<b>1</b>	<b>400.00</b>
<b>A2655</b>					
2.COPY	03/29/2022	BIRTH CERTIFICATES	LAMPSON	6	1.50
				<b>6</b>	<b>1.50</b>
3.RCF	03/28/2022	RE BLD PERMIT R8521	BROWN	1	20.00
				<b>1</b>	<b>20.00</b>
			<b>Total for A Fund:</b>	<b>8</b>	<b>421.50</b>
			<b>Total Sales</b>	<b>8</b>	<b>421.50</b>

TO: Michelle Booth, Town Clerk, Town of Mendon  
FROM: Denise Zimmermann, Secretary to the Supervisor, Town of Mendon  
RE: Recreational Field Fee  
DATE: March 17, 2022

Attached for deposit to the Town of Mendon is check no. 2917 in the amount of \$400 for the HF Blaze Soccer club using the recreational fields.

Attachment

PAID

MAR 17 2022

Michelle Booth  
Receiver of Taxes  
Town of Mendon

Void Receipt # 021410

Date: 03/28/2022

Holder: **BROWN**

Reason: Bad Check

The void done by: **Michelle**



Understanding what's important®

MTB CUSTOMER SERVICE (800) 724-2440

AMOUNT OF CHECK(S) RETURNED \$571.00  
NUMBER OF ITEMS 1

000000498 FRETRDI0032222532049 01 000000 000498 002



TOWN OF MENDON  
16 W MAIN ST  
HONEOYE FALLS, NY 14472

Advice D-100505  
Notice Type: VR96EN01

DATE 03/22/2022

Dear Customer,

Your account, number 9882332878, has been charged for the total value of the following items which were deposited and subsequently returned for the reasons indicated below. Fees incurred as a result of these transactions will be reflected in your monthly service charges. If you have any questions, please contact your relationship manager or call MTB Customer Service and the phone number listed above.

The items on the subsequent pages of this communication are legal copies of your check(s) you deposited into your account that were returned to us unpaid. You may use these legal copies of the check(s) the same way you would use the original check(s). If you wish to re-negotiate (eg, re-deposit or cash) these items, please carefully separate them along the perforation lines.

DETAILED LISTING OF RETURNED DEPOSITED ITEMS

DEP DATE	DOLLAR AMT	RTN REASON	REF NUMBER	RT NUMBER	MAKER ACCT
03/21/2022	\$571.00	NSF 1st	38000660	021313103	4019571731



\*538196334\*  
03/22/2022  
38000660

This is a LEGAL COPY of your check. You can use it the same way you would use the original check.

RETURN REASON-A  
NOT SUFFICIENT FUNDS

2610020206  
00220000463 03/21/2022

NSF

ERIC M BROWN  
54 BUGGYWHIP TRAIL  
HONEOYE FALLS, NY 14772

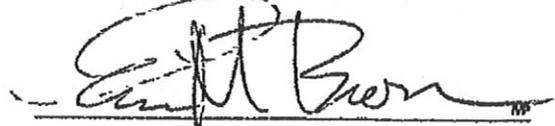
20-1310/213

2232

DATE 3/15/22

PAY TO THE ORDER OF TOWN OF MENDON \$ 57/00  
FIVE HUNDRED SEVENTY ONE DOLLARS

\*\*Citizens



MEMO \_\_\_\_\_

⑆021313103⑆ 4019571731⑈ 2232

⑆021313103⑆ 4019571731⑈ 2232

⑆0000057100⑆



**TOWN OF MENDON**

B1900 - DB5142 Transaction Report  
For the period 03/01/2022 through 03/31/2022

Type	Date	Comment	Name	Quantity	Fee
<b>B2115</b>					
1.PAPL	03/18/2022	HARLOFF & CHEESE FACTORY	ALTIER SUBDIVISION	2	100.00
				<b>2</b>	<b>100.00</b>
2.PASL	03/18/2022	HARLOFF & CHEESE FACTORY	ALTIER SUBDIVISION	1	150.00
				<b>1</b>	<b>150.00</b>
3.PBPH	03/17/2022	1369 PITTSFORD MENDON RD	STOTT	1	100.00
4.PBPH	03/18/2022	HARLOFF & CHEESE FACTORY	ALTIER SUBDIVISION	1	100.00
				<b>2</b>	<b>200.00</b>
5.PBSU	03/17/2022	1369 PITTSFORD MENDON RD	STOTT	1	250.00
				<b>1</b>	<b>250.00</b>
<b>B2555</b>					
6.BLDG	03/01/2022	8710 - 4700 CLOVER - SOLAR	JOHNSON	1	75.00
7.BLDG	03/08/2022	CONKLIN 10 DRUMLIN VIEW	SUSTAINABLE ENERGY DEVEL.	1	75.00
8.BLDG	03/09/2022	GUCKIAN - 4 MORGAN CHASE	SUSTAINABLE ENERGY DEVEL	1	75.00
9.BLDG	03/10/2022	R8508 - 7 SMITH - ALTERATION	FALKNER, TOM	1	100.00
10.BLDG	03/14/2022	8713 - 840 CHS FCTRY - FENCE	DOOLEY	1	40.00
11.BLDG	03/22/2022	8714 - 1238 PTSMNDNCTR - SLR	BALMER	1	75.00
12.BLDG	03/22/2022	8715 - 7 HAWKS VW - POLE BARN	JOVENITTI	1	50.00
13.BLDG	03/23/2022	8716 - 331 MEND IONIA - FENCE	GREER	1	40.00
14.BLDG	03/23/2022	8717 - 71 PRTRDG HL - GNRTR	O'DELL-LAPOFF	1	100.00
15.BLDG	03/24/2022	8718 - 3 PHILA - DECK	KHAN	1	50.00
16.BLDG	03/28/2022	R8521 - 54 BGGYWHP - SFD	BROWN	1	571.00
17.BLDG	03/31/2022	8719 - 1162 CHS FCTRY - SHED	AUSTIN	1	50.00
				<b>12</b>	<b>1,301.00</b>
<b>B2770</b>					
18.EASL	03/18/2022	HARLOFF & CHEESE FACTORY	ALTIER SUBDIVISION	2	400.00
				<b>2</b>	<b>400.00</b>
19.EASP	03/18/2022	HARLOFF & CHEESE FACTORY	ALTIER SUBDIVISION	1	700.00
				<b>1</b>	<b>700.00</b>
<b>B2771</b>					
20.MRDR	03/14/2022		CHASE	1	20.00
21.MRDR	03/24/2022			1	20.00
				<b>2</b>	<b>40.00</b>
			<b>Total for B Fund:</b>	<b>23</b>	<b>3,141.00</b>
			<b>Total Sales</b>	<b>23</b>	<b>3,141.00</b>

**Planning Board Fee Checklist**

Project Name: Altier Subdivision

Location: Havloff and Cheese Factory

Number of Lots: 2

Residential Applications	Base Fee	x Lots/SF/Acre	App Fee	Date Paid	Final Fee	Date Paid
<b>Site Plans</b>						
One Lot	\$350.00					
each additional lot	\$50.00					
Accessory Structure ≤ 1000 sq.ft.	\$125.00					
<b>Residential Subdivisions</b>						
Application 1-4 lots	\$150.00	-	150			
plus each lot	\$50.00	2	100			
Application ≥ 5 lots	\$250.00					
plus each lot	\$50.00					
Public Hearing	\$100.00	1	100			
Special Use Permits	\$250.00					
<b>Commercial Applications</b>						
Site Plan	\$300.00					
plus each 1000 sq. ft.	\$25.00					
Cell Tower Site Plan	\$1,000.00					
Cell Tower Co-Locator (each)	\$500.00					
<b>Subdivision (including PUDs)</b>						
Application	\$150.00					
plus per acre	\$25.00					
Public Hearing	\$200.00					
<b>Other Fees</b>						
Advance Engineering Review						
Site Plan - incl admin fee	\$700.00	-	700			
Subdivision per Lot	\$200.00	2	400			
Easement Review 1-3 Lots	\$75.00					
each additional (not over \$500)	\$25.00					
Recreation per lot	\$1,500.00	(only approved)				
Other Engineering Fees						
<b>TOTAL</b>		<u>\$1450</u>		<b>PAID</b>		

MAR 18 2022

Michelle Booth  
Receiver of Taxes  
Town of Mendon

**Planning Board Fee Checklist**

Project Name: Stott Special Use Permit

Location: Mendon lot 1369 Pittsford Mendon Rd

Number of Lots: 1

Residential Applications	Base Fee	x Lots/SF/Acre	App Fee	Date Paid	Final Fee	Date Paid
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**Site Plans**

One Lot	\$350.00					
each additional lot	\$50.00					
Accessory Structure ≤ 1000 sq.ft.	\$125.00					

**Residential Subdivisions**

Application 1-4 lots	\$150.00					
plus each lot	\$50.00					
Application ≥ 5 lots	\$250.00					
plus each lot	\$50.00					
Public Hearing	\$100.00	1	100	3/17		
Special Use Permits	\$250.00	1	250	3/17		

**PAID**  
MAR 17 2022

Michelle Booth  
Receiver of Taxes  
Town of Mendon

**Commercial Applications**

Site Plan	\$300.00					
plus each 1000 sq. ft.	\$25.00					
Cell Tower Site Plan	\$1,000.00					
Cell Tower Co-Locator (each)	\$500.00					

**Subdivision (including PUDs)**

Application	\$150.00					
plus per acre	\$25.00					
Public Hearing	\$200.00					

**Other Fees**

Advance Engineering Review						
Site Plan - incl admin fee	\$700.00					
Subdivision per Lot	\$200.00					
Easement Review 1-3 Lots	\$75.00					
each additional (not over \$500)	\$25.00					
Recreation per lot	\$1,500.00					
Other Engineering Fees						

**TOTAL**      6350

The regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, March 14, 2022, at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street, Honeoye Falls, NY.

**PRESENT:** John D. Moffitt, *Supervisor*  
 Cynthia M. Carroll }  
 Thomas G. Dubois } *Town Board*  
 Karen R. Jenkins } *Members*  
 Brent Rosiek }

**TOWN CLERK:** Michelle Booth

**OTHERS PRESENT:** Andrew Caschetta, *Highway Superintendent*, Danny Bassette, *Zoning Board Chair*, Lauren Smith, *Planning Board Chair*, and 2 others.

*Supervisor Moffitt called the meeting to order at 7:00PM. The Pledge of Allegiance was recited.*

#### **AGENDA**

##### ***(Resolution 22-101)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the agenda as presented.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### **PUBLIC COMMENT**

No one from the public wished to comment.

#### **COMMUNICATIONS**

##### **Highway Superintendent**

Mr. Caschetta reported the return of one of the two trucks, in need of repairs, are back on the road. This puts them back to six routes. In between storms they have been trimming brush along the Town roads, cleaning catch basins in the cul-de-sacs. Mr. Caschetta has been working with the County in regards to the summer work program, he attended a couple informational meetings on advocacy and CHIPS.

##### **Town Clerk**

Mrs. Booth reported about 93% of the taxes for this warrant have been received. There are plenty of COVID test still available in the office.

##### **Town Board**

Mr. Rosiek reported on the Zoning Board of Appeals meetings. He believes a training session similar to what the Planning Board held would be helpful to this board. Mr. Rosiek attended the bid opening for the spray park and has been working with the Building Dept. to make binders for all the boards; to provide useful information. He reported auditing the Town Court records and everything looks good. Mr. Rosiek has been in contact with, Jessica Kelly, girl scout leader, because he would like the Board to recognize the Arbor Day tree planting that is coming up. He requests the Building Dept. do a monthly report to the Town Board at each month's meeting.

Ms. Carroll gave an update on the library. She acknowledged performing the audit of the Town Court and gave a favorable report.

Mr. Dubois reported on the Environmental Conservation Board and Planning Board. He would also like to see the Youth Center open for a couple months, before school ends for the year.

**Supervisor**

Supervisor Moffitt reported a local girl scout troop would like to use part of the old library for storage and meetings, they will work on getting the space open for them. He stated he would be starting the budget for the spray park and updated on the bid opening. Supervisor Moffitt stated he would be attending the Mendon Business Association meeting tomorrow, he has attended several webinars and trainings on claims, planning, and rural development. Mr. Moffitt, along with the other Monroe County Supervisors, sent a letter to the Governor opposing the new Zoning legislation on accessory structures within towns. He also stated on Sunday, March 20, there will be a ceremony for Ben Houle, the boy scout that designed the flag recycling box outside of the Community Center; he will be attending. There is a new calendar feature available on the Town website, he encourages everyone to check it out. Mr. Moffitt reported on new legislation being proposed, allowing electric heat only on newly built homes.

**SUPERVISOR'S MONTHLY REPORT*****(Resolution 22-102)***

A motion was made by Mrs. Jenkins, seconded by Mr. Rosiek, to acknowledge receipt of the Supervisor's Monthly Report for February 2022.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**TOWN CLERK'S MONTHLY REPORT*****(Resolution 22-103)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for February 2022, showing receipts and disbursements in the amount of \$4,712.93.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**MINUTES*****(Resolution 22-104)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to approve the minutes of the February 14, 2022, regular Town Board meeting, as submitted.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**BUDGET TRANSFERS/ADJUSTMENTS*****(Resolution 22-105)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the following budget adjustments:

From: B 1990.4	Contingent Account	\$68.00
To: B 4540.4	Ambulance Contract	\$68.00

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**VOUCHERS****General Abstract*****(Resolution 22-106)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 22-131 to 22-219, on General Abstract 22-03, in the amount of \$270,361.92

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**Library Abstract**

Library vouchers numbered 22-022 to 22-036, on Library Abstract 22-03, in the amount of \$3,859.03 were presented to the Town Board for payment.

**MENDON GREEN – CONFIRMATION OF ORIGINAL SEQRA DECLARATION FOR CURRENT PROJECT*****(Resolution 22-107)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the following:

WHEREAS, in 2005 the Mendon Town Board (Town Board) and the Mendon Planning Board (Planning Board) approved a 54 lot Planned Unit Development (PUD) for an 87-acre parcel known as Mendon Green on Pittsford Mendon Road, and

WHEREAS, SEQRA review was done and a Negative Declaration was issued by the Town Board at that time, and

WHEREAS, in 2005 the Town Board entered into a Sewer Agreement with the Town of Pittsford for this PUD, and

WHEREAS, in 2005 the Planning Board approved the Preliminary Site Plan for Mendon Green, and

WHEREAS, being that this PUD was never constructed, in 2017, Riedmann Associates, LLC and Charles F. Ryan, II of homes by Ryan, approached the Planning Board regarding the development of a 92 lot PUD at the Mendon Green site, of which the Planning Board gave a Favorable Report to the Town Board, and

WHEREAS, a new Sewer Agreement for the new 92 lot PUD was not adopted by the Town Board, and

WHEREAS, the applicants sued the Town in Monroe County Supreme Court and Judge J. Scott Odorisi's decision allowed them to proceed. Though PUD's had been deleted from the current Zoning Chapter of the Town Code, Judge Odorisi ordered the Mendon Green parcel follow the previous Code as it pertains to PUD's, and

WHEREAS, the Town appealed that decision and the Appellate Court overturned several of Judge Odorisi's decisions, but ordered that the 2005 Sewer Agreement between the Town and the Town of Pittsford was in effect for forty (40) years from inception, and that Mendon Green follow the previous PUD section of the Town's Code, and

WHEREAS, in 2021 Riedmann Associates, LLC returned to the Planning Board for approval of a revised PUD consisting of 30 lots, and

WHEREAS, the Town's Planning Board Attorney has requested the Town Board review the original SEQRA review approval as it pertains to this revised project, and

WHEREAS, the Town's engineering firm LaBella Associates has stated that the Negative Declaration issued for the original project is still valid.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby confirms that the original SEQRA Negative Declaration issued for the Mendon Green PUD applies to the revised plan for this development.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**AGENDA AMENDMENT*****(Resolution 22-108)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to amend the current agenda.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**MENDON GREEN – PLANNING BOARD*****(Resolution 22-109)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to adopt the following:

Be it RESOLVED by the Town Board of the Town of Mendon, duly assembled:

1. The Town Board hereby consents to the Mendon Green preliminary site plan approval being granted by the Planning Board.

2. This resolution shall take effect immediately.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**SPECIAL TOWN BOARD MEETING MARCH 28, 2022*****(Resolution 22-110)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to schedule a Special Town Board Meeting on March 28, 2022- 7:00pm at the Mendon Community Center. For the purpose of consideration of the bids for the Mendon Spray Park and Military Memorial and any other business before the board.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**CONTRACT WITH CONSTRUCTION ATTORNEY- C. ALLAN REEVE*****(Resolution 22-111)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, for the Supervisor to enter into a contract with attorney, C. Allan Reeve for any construction consultation regarding the Mendon Spray Park and Military Memorial, rate of \$350.00 per hour.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**UNSAFE BUILDING 3316 RUSH MENDON ROAD*****(Resolution 22-112)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the following:

Be it RESOLVED by the Town Board of the Town of Mendon, duly assembled:

1. Pursuant to Section 117-5 of the Town Code, based upon a report from the Code Enforcement Officer, the Town Board hereby determines that the barn located at 3316 Rush Mendon Road is declared unsafe and hereby orders its demolition. The Code Enforcement Office shall serve on the owner of the property a written notice directing that the building be demolished and removed within 30 days of a hearing to be held by the Town Board on April 11, 2022 at 7:00 PM at its regular Town Board meeting.

2. The Code enforcement Officer shall serve and file notice as directed in Chapter 117 of the Code.

3. This resolution shall take effect immediately.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**GENERAL CODE- ESTIMATE FOR SUPPLEMENT*****(Resolution 22-113)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to authorize the Supervisor to enter into a contract with General Code for a Supplement for the Town of Mendon Code. Not to exceed \$725.00, from account B 8023.400.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**AMBULANCE CONTRACT- VILLAGE OF HONEOYE FALLS*****(Resolution 22-114)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to contract with the Village of Honeoye Falls for Ambulance Service for the Town of Mendon, outside the Village of Honeoye Falls for the 2022 calendar year. Not to exceed \$131,701.00 from account B 4540.4.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**SIDEWALK AGREEMENT- VILLAGE OF HONEOYE FALLS*****(Resolution 22-115)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to authorize the Supervisor to enter into an agreement with the Village of Honeoye Falls for snow removal from the Mendon Public Library sidewalks at such times as Village equipment is available.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**CONTRACT WITH SUBURBAN ANIMAL HOSPITAL**

*(Resolution 22-116)*

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to authorize the Supervisor to enter into a contract with Suburban Animal Hospital for stray dogs or injured animal to expire 12/31/22, as per the contract.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**ATHLETIC FIELD USE**

*(Resolution 22-117)*

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to allow Blaze Soccer for field use at Driesbach Park Fields on Semmel Road on the scheduled dates approved by the Supervisor, at a cost of \$400.00 per year.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

**PUBLIC COMMENT**

Town Clerk, Michelle Booth, stated she attended the Monroe County Clerk's Association meeting last week and they had mentioned the possibility of opening one or more facilities in the County to hold stray dogs, as most towns are struggling with a place to house the animals.

**ADJOURNMENT**

*(Resolution 22-118)*

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 7:55 PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.



The regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, March 28, 2022, at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street, Honeoye Falls, NY.

**PRESENT:** John D. Moffitt, *Supervisor*  
 Cynthia M. Carroll }  
 Thomas G. Dubois } *Town Board*  
 Karen R. Jenkins } *Members*  
 Brent Rosiek }

**TOWN CLERK:** Michelle Booth

**OTHERS PRESENT:** Andrew Caschetta, *Highway Superintendent*, Danny Bassette, *Zoning Board Chair*, John Hagreeen, and 2 others.

*Supervisor Moffitt called the meeting to order at 7:00PM. The Pledge of Allegiance was recited.*

#### **AGENDA**

##### ***(Resolution 22-119)***

A motion was made by Mr. Moffitt, seconded by Mrs. Rosiek, to adopt the agenda with the following amendment.

Addition of an Executive Session for a personnel matter will replace the existing #8 item.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### **PUBLIC COMMENT**

No one from the public wished to comment.

#### **2022-3(A) ABSTRACT CORRECTION**

##### ***(Resolution 22-120)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to correct the 2022(A) Abstract which incorrectly included numbers 131-138 which were not included in the total. The total amount was correct. The corresponding numbers assigned to each voucher has been appropriately numbered with the changes.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

#### **2022-3(B) ABSRACT**

##### ***(Resolution 22-121)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 22-213 to 22-219, on General Abstract 22-03(B), in the amount of \$60,356.95.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

#### **MILITARY MEMORIAL/SPRAY PARK – DISCUSSION**

Supervisor Moffitt provided information on the Spray Park bids. They did not receive any bids for one of the components, so they will need a little bit longer to fill that vacancy. Mr. Moffitt hopes to be able to award the bids at the April 11, 2022 meeting. Mr. Hagreeen updated the Board on the fundraising efforts for the Military Memorial. He was pleased to announce that approximately \$25K has been raised to date and he expects to double that with his first couple mailings. Chris Springer, Springer Construction Group, attended the meeting in hopes of finding out the results of the bid, he looks forward to the April 11 meeting.

#### **EXECUTIVE SESSION – PERSONNEL MATTER**

##### ***(Resolution 22-122)***

A motion was by Mr. Moffitt, seconded by Mr. Rosiek, to enter into Executive session for a personnel matter at 7:23PM and ended at 7:52PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

03/28/2022

TOWN OF MENDON

SPECIAL MEETING

**PUBLIC COMMENT**

No one from the public wished to comment.

**ADJOURNMENT**

*(Resolution 22-123)*

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to adjourn the meeting at 7:54 PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**2022-4**

**GENERAL ABSTRACT  
No. 22-220 to No. 22-290**

**TOTAL      \$227,546.07**

**LIBRARY ABSTRACT  
No. 22-037 to No. 22-052**

**TOTAL      \$4,601.96**



**Abstract of General Vouchers 22-4**

220	Allied Spring & Suspension	DA5130.4		\$	1,900.29
221	Arrow Contracting	DA5130.4		\$	32.00
222	Association of Towns	A5010.46		\$	110.00
223	Bender, Matthew & Co., Inc.	B8023.400		\$	54.00
224	Benefit Resource	A9060.8	\$	42.50	
		B9060.8	\$	13.20	
		DA9060.8	\$	43.10	
		DB9060.8	\$	46.20	
		L9060.8	\$	5.00	\$ 150.00
225	Boylan Code	B8010.111		\$	1,170.00
226	Caledonia Diesel	DA5130.4		\$	89.00
227	Canandaigua, City of	A5132.410		\$	408.90
228	Capital One Trade Credit	A5132.4	\$	67.96	
		DB5142.4	\$	55.21	\$ 123.17
229	Capital One Trade Credit	A1620.401		\$	9.75
230	Charter Communications	A1610.41	\$	249.99	
		A5132.413	\$	89.99	\$ 339.98
231	Chemung Supply	DA5130.4		\$	1,205.00
232	Conway GMC Volvo	DA5130.4		\$	10,094.93
233	Crane's Automotive	DA5130.4		\$	26.00
234	Criddle, Robert A., IAO	A1355.410		\$	500.00
235	Crystal Rock	A1670.401		\$	100.33
236	D&W Diesel	DA5130.4		\$	41.97
237	Deckman Oil, Co.	DB5110.4		\$	562.71
238	Duke Company	DA5130.4		\$	71.30
239	Excellus	A9060.8	\$	265.52	
		B9060.8	\$	111.59	
		DA9060.8	\$	373.70	
		DB9060.8	\$	405.44	
		L9060.8	\$	72.05	\$ 1,228.30
240	Excellus	TA20		\$	931.85
241	Excellus	A9060.8	\$	1,902.53	
		B9060.8	\$	1,554.57	
		DA9060.8	\$	3,352.54	
		DB9060.8	\$	5,126.81	
		L9060.8	\$	1,159.11	\$ 13,095.56
242	Excellus	TA20		\$	5,270.14
243	Fastenal	DA5130.4		\$	16.90
244	First National Bank of Omaha	A1610.41		\$	152.99
245	Flowers & Fountains	A1620.401		\$	54.00
246	Frontier Communications	A1620.405		\$	585.96
247	Grainer, W. W.	A1620.401	\$	10.65	
		DA5130.4	\$	200.43	\$ 211.08
248	Honeoye Falls Marketplace	A1670.401	\$	123.91	
		A5010.41	\$	9.99	\$ 133.90
249	Honeoye Falls, Village of	B4540.4		\$	131,701.00
250	IEH Auto Parts LLC	DA5130.4		\$	84.11
251	International Code Council	B3620.401		\$	145.00
252	Jackson Welding & Gas Products	DA5130.4		\$	8.82
253	Jackson Welding & Gas Products	DB5110.4		\$	3,299.00
254	Labella Associates	B8020.41	\$	1,980.00	
		H7150.3	\$	18,258.00	\$ 20,238.00
255	Lakeside Tool	DA5130.4		\$	219.85
256	Lawson Products	DA5130.4		\$	240.46



257	Lewis General Tire	DA5130.4		\$	170.00
258	Lowes	DB5142.4		\$	292.15
259	M.C.W.A.	A1620.406	\$	100.39	
		A1620.425	\$	100.39	\$ 200.78
260	MC Town Highway Supt. Assn.	A5010.46		\$	295.00
261	MVP	A9060.8	\$	565.81	
		B9060.8	\$	288.58	
		DA9060.8	\$	1,154.32	\$ 2,008.71
262	MVP	TA20		\$	299.93
263	Mendon Meadows Marketplace	A1670.401		\$	2.99
264	Moffitt, John	A1110.410		\$	26.55
265	Monroe County Clerk	A1355.420		\$	42.25
266	NAPA - Honeoye Falls	DA5130.4		\$	52.00
267	NOCO Energy Corp	DB5110.4		\$	6,108.37
268	National Fuel	A1620.407	\$	512.13	
		A1620.414	\$	185.94	
		A1620.418	\$	173.02	\$ 871.09
269	National Grid	B5182.4		\$	159.29
270	National Grid	A1620.408	\$	452.38	
		A1620.414	\$	99.65	
		A1620.418	\$	103.22	
		A5132.413	\$	1,119.83	
		B5182.4	\$	81.76	\$ 1,856.84
271	Oil Filter Service	DA5130.4		\$	146.43
272	R.G.& E.	B5182.4	\$	648.53	
		SL5182.403	\$	671.66	\$ 1,320.19
273	R.G. & E.	A7140.41		\$	24.44
274	Radiomax Communications	A5132.413		\$	325.00
275	Rapid Printing Service	A1410.410	\$	45.60	
		A1670.401	\$	465.00	\$ 510.60
276	Reeve Brown LLC	H7150.3		\$	8,890.00
277	Saxby Implement Corp.	DA5130.4		\$	69.53
278	SEI	DA5130.4		\$	2,585.50
279	Sentinel Publications	A1010.410	\$	13.50	
		A1670.401	\$	40.00	
		A5010.41	\$	40.00	
		B8020.401	\$	63.00	\$ 156.50
280	Star Headlight	DA5130.4		\$	204.88
281	Sunoco LP	DB5110.4		\$	3,831.50
282	Tracey Road Equipment	DA5130.4		\$	33.77
283	Unifirst Corporation	DA9056.8		\$	165.07
284	VP Supply	A5132.4		\$	233.24
285	Verizon Wireless	A1220.410	\$	37.99	
		A1620.418	\$	17.81	
		A3510.440	\$	17.81	
		A5132.413	\$	17.81	
		B3620.45	\$	32.43	\$ 123.85
286	Victor Power	DB5140.4		\$	185.44
287	WNY-IAAO Treasurer	A1355.410		\$	20.00
288	Xerox Corp.	A1670.403	\$	74.87	
		A5010.44	\$	79.42	\$ 154.29
289	Xerox Corp.	B1900.400		\$	291.56
290	Young, Don	B8020.111		\$	1,282.08
	TOTAL			\$	227,546.07



ABSTRACT OF LIBRARY VOUCHERS 2022-04

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
37	Amazon Capital Services	7410.410		\$ 101.48
38	Baker & Taylor	7410.400		\$ 1,604.72
39	Brodart Co.	7410.401		\$ 4.94
40	BXI Consultants	7410.440		\$ 163.06
41	DeLage Landen Financial Services	7410.440		\$ 210.59
42	EastWest Books	7410.401		\$ 166.92
43	Frontier	7410.420		\$ 316.64
44	Grills, Lyla	7410.400		\$ 32.95
45	Lakeview Books	7410.401		\$ 137.93
46	MidWest Tape	7410.407		\$ 217.90
47	National Fuel	7410.450		\$ 465.28
48	National Grid	7410.450		\$ 716.00
49	Shanks Enterprises, Inc.	7410.450		\$ 114.66
50	Sign Language Connections	7410.409		\$ 76.00
51	Sonricker, Summer	7410.427		\$ 57.33
52	Windstream	7410.420		\$ 215.56
			<b>Total</b>	<b>\$ 4,601.96</b>



# **ESP CONSULTING, LLC contract with TOWN OF MENDON, New York**

I. This Contract Agreement is made this day Monday April 11th, 2022 between:

Organization Name ("Client"):	<b>Town of Mendon</b>
Contact Name:	Supervisor John Moffitt
EIN / SAM / Charity ID#:	TBD (Do they have updated SAM#)
Principal place of business:	Town of Mendon, New York
City, State, Zip:	16 West Main Street Honeoye Falls, NY 14472
Phone:	(585) 624-6061
Email:	JMoffitt@TownofMendon.org

And **ESP Consulting** ("Contractor") having its principal place of business at:  
Address: 125 Grove Drive, Canandaigua, NY 14424  
Phone: (585) 330-0526  
Email: [Emily.Palumbos@gmail.com](mailto:Emily.Palumbos@gmail.com)  
NYS EIN #: 38-4190806

II. *Scope of Services:* Contractor agrees to provide the following services for Client

### ***TOWN GRANT ELIGIBILITY ASSESSMENT***

- *Review of Town Documents Identifying Priorities & Initiatives*
  - *Comprehensive Plan*
  - *Organizational Meeting Minutes*
- *Meet with Town Staff to Discuss Priorities*
  - *Current Initiated / On-going Projects & Initiatives*
    - *Status of each*
  - *Review of Previous Grant Applications*
- *Provide Summary Recommendation of eligible & competitive grant opportunities*
  - *Confirm Status / Next Steps of Grant State & Local Registrations*

III. *Compensation:* The Client agrees to compensate Contractor \$2,500 for outlined services. Initial payment of \$1,000 due immediately, with \$1,500 due upon Summary submission. Actions will include all activities mentioned in Section II, as well as telephone consultations and information exchanges via phone and email, and travel time to/from meetings as necessary. Amount shall be paid to the Contractor within 60 days of receipt of invoice. Contractor shall be responsible for providing all simple office supplies and equipment for the purposes of fulfilling the terms of this agreement. Contractor may terminate contract for non-payment of invoices more than 60 days past due; see section VIII.

IV. *Independent Contractor:* Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture. Contractor is responsible for the payment of all federal, state, and local income taxes.



V. *Confidentiality*: Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in the fulfillment of this contract.

VI. *Guarantees*: Contractor shall use all resources at Contractor's disposal to perform duties as assigned and agreed to by both parties and shall submit same in good faith. However, no guarantee of receipt of funding by the Client is implied or promised by Contractor. Payment is due even if Client does not submit proposal or receive a grant. In addition, Contractor and Client recognize that performance of tasks in Section II necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. Client also recognizes that if grants are received, Client is responsible for any acknowledgments and reports to funders.

VII. *Term of contract*: This agreement shall constitute the entire agreement between the parties and shall remain in effect between **April 11, 2022 and July 31, 2022**.

VIII. *Cancellation*: Contractor may cancel this contract due to Client inactivity or failure to maintain contact with Contractor and deliver information or documents needed to perform services discussed in a timely manner (30 days), or for nonpayment of billed services. Contractor may notify Client of cancellation in writing via letter stating Contractor does not intend to be bound by the contract and hand delivered or mailed to the Client.

**Emily Palumbos, ESP Consulting LLC**

Signature: \_\_\_\_\_

Name: Emily Palumbos  
Title: Owner & CEO  
Date: April 11, 2022

Signature: \_\_\_\_\_

Name: John Moffitt  
Title: Town of Mendon Supervisor  
Date: April 11, 2022



## SPLASH PARK BUDGET 2022

### Funding Sources

Parks Reserve Fund		\$380,000.00
Developers Fund		\$42,000.00
A fund- Unassigned Fund Balance		\$400,000.00
A7120.2 - Dreisbach Improvements		\$300,000.00
A1620.112 Personal- Director Youth Center		\$5,000.00 *
Reserve Fund- New Town Hall		\$100,000.00 *
Reserve Fund- Building Reserves		\$50,000.00 *
A 1620.113 Personnel Youth Center		\$15,000.00 *
ARPA- funding		\$350,000.00
A1010.410 Town Board Travel		\$4,000.00 *
Post 664- Donations		\$50,000.00
A 1990.417 Contingent Acct.		\$15,000.00 *
<b>TOTAL</b>		<b>\$1,711,000.00</b>

\* Needs to be transferred by the board

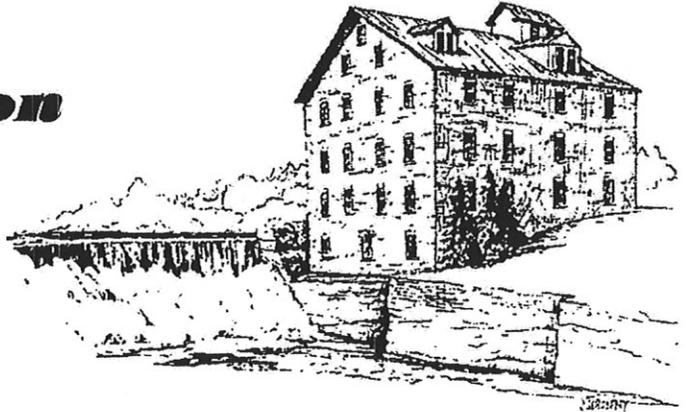
### Expenses

Soft Costs	LaBella	\$88,000.00	
Contract #1	Springer Construction	\$829,000.00	Building, spray park, water main
Contract #1 Alt.	Springer Construction	\$57,400.00	Metal roof
Contract #2	Estimate	\$150,000.00	HVAC, Plumbing, bathrooms
Contract #3	Conner- Haas	\$98,600.00	Electrical
Contract #4	CP Ward	\$120,000.00	Military Memorial
Snow Geese	Mary Taylor	\$60,000.00	
Septic	unknown	\$50,000.00	
Material testing	unknown	\$10,000.00	
Legal	Allan Reeve	\$20,000.00	
Contingency		\$140,000.00	
<b>TOTAL</b>		<b>\$1,623,000.00</b>	



# ***Town of Mendon***

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



April 7, 2022

**VIA EMAIL (chris@springercg.com)**

Chris Springer  
Springer Construction Group, Inc.  
61 Claybrook Street  
Rochester, NY 14609

Re: TOWN OF MENDON SPRAY PARK – NOTICE OF AWARD  
Contract 1 – General Construction Contract

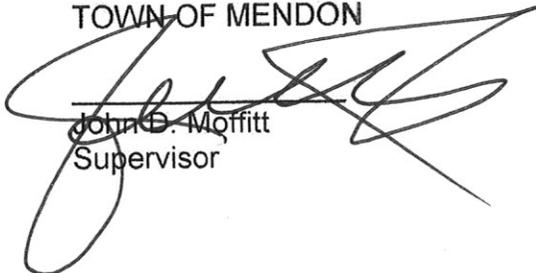
Dear Mr. Springer:

This is to advise that the Town of Mendon intends to award the Contract 1 – General Construction Contract on the Spray Park Project to Springer Construction Group, Inc. at the next meeting of the Town Board on April 11, 2022, for the amount set forth in bid opened and read on March 8, 2022, as the lowest responsive and responsible bidder.

Please refer to Section 12.00 – EXECUTION OF CONTRACT in the INSTRUCTIONS TO BIDDERS for directions with respect to providing performance and payment bonds, and to Paragraph 11.2.3 in the General Conditions for directions with respect to delivering the required insurance information.

The Town looks forward to working with you on this project.

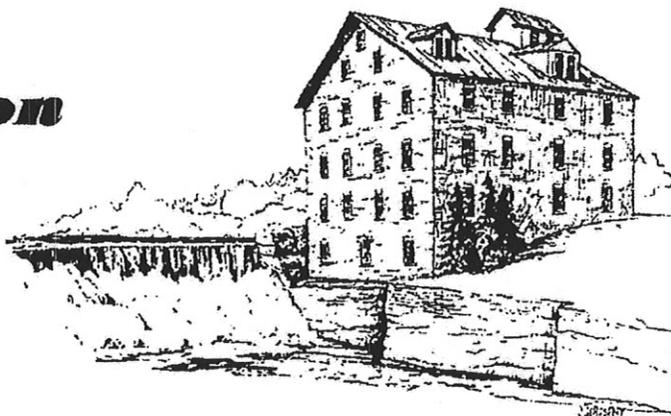
TOWN OF MENDON

  
John D. Moffitt  
Supervisor



# ***Town of Mendon***

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



April 7, 2022

**VIA EMAIL (c.hoot@connors-haas.com)**

Chris Hoot  
Connors-Haas, Inc.  
6337 Dean Parkway  
Ontario, NY 14519

Re: TOWN OF MENDON SPRAY PARK – NOTICE OF AWARD  
Contract 3 – Electrical Contract

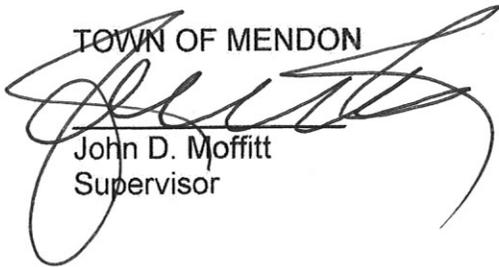
Dear Mr. Hoot:

This is to advise that the Town of Mendon intends to award the Contract 3 – Electrical Contract on the Spray Park Project to Connors-Haas, Inc. at the next meeting of the Town Board on April 11, 2022, for the amount set forth in bid opened and read on March 8, 2022, as the lowest responsive and responsible bidder.

Please refer to Section 12.00 – EXECUTION OF CONTRACT in the INSTRUCTIONS TO BIDDERS for directions with respect to providing performance and payment bonds, and to Paragraph 11.2.3 in the General Conditions for directions with respect to delivering the required insurance information.

The Town looks forward to working with you on this project.

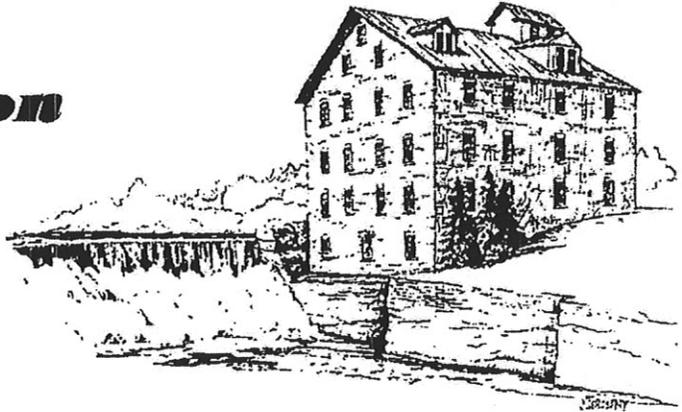
TOWN OF MENDON

  
John D. Moffitt  
Supervisor



# ***Town of Mendon***

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



April 7, 2022

**VIA EMAIL (kstewart@cpward.com)**

Kenneth A. Stewart, President  
CP Ward, Inc.  
100 W River Rd,  
Scottsville, NY 14546

Re: TOWN OF MENDON SPRAY PARK – NOTICE OF AWARD  
Contract 4 – Military Memorial Contract

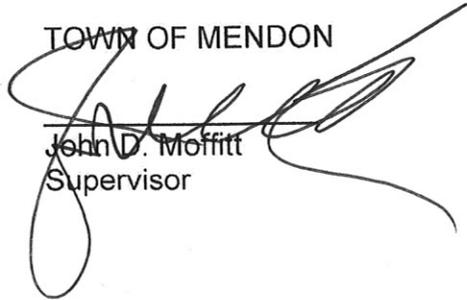
Dear Mr. Stewart:

This is to advise that the Town of Mendon intends to award the Contract 4 – Military Memorial Contract on the Spray Park Project to CP Ward, Inc. at the next meeting of the Town Board on April 11, 2022, for the amount set forth in bid opened and read on March 8, 2022, as the lowest responsive and responsible bidder.

Please refer to Section 12.00 – EXECUTION OF CONTRACT in the INSTRUCTIONS TO BIDDERS for directions with respect to providing performance and payment bonds, and to Paragraph 11.2.3 in the General Conditions for directions with respect to delivering the required insurance information.

The Town looks forward to working with you on this project.

TOWN OF MENDON

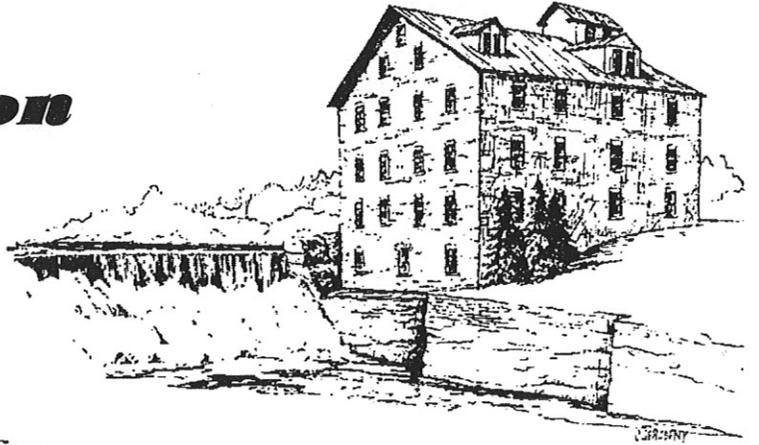
  
John D. Moffitt  
Supervisor

cc: Sarah Close (sclose@cpward.com)



# ***Town of Mendon***

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



**TO:** The Honorable Town Board

**FROM:** Corey T. Gates, Code Enforcement Officer

**DATE:** March 9, 2022 (original notice 3/3/21)

**RE:** Unsafe Building 3316 Rush Mendon Road

As per section 117-4 of the Town of Mendon Code, I would like to notify the Board of the failure to comply with a Notice of Violation & Order to Remedy, related to an unsafe structure located at the above referenced address. The property owner, Mr. John D. Maas has been issued multiple violation notices with respect to the structural integrity of the barn on his property, and has not taken any action to secure or correct this failed structure. I have had several emails and phone conversations with Mr. Maas in the last calendar year in which we discussed the need to demolish the building and remove the debris. The last attempt to serve notice on Mr. Maas was on May 7, 2021 in which the certified mail was refused.

To Date, the roof of the structure has completely collapsed and is beyond repair, as such I recommend that the building be removed. Please consider this written notification a request that the Town Board, act by resolution, and order to demolition and removal of the structure, as so empowered by section 117-5 of the Town of Mendon Code.

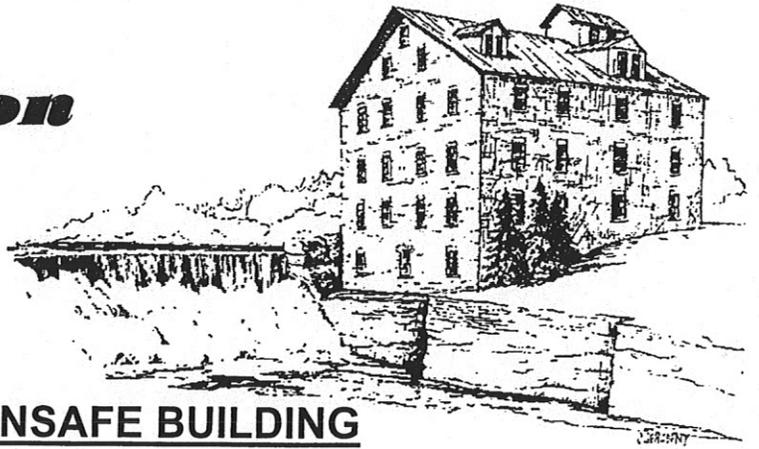
Respectfully,

Corey T. Gates  
*Code Official / Building Inspector*



# *Town of Mendon*

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



## **NOTICE OF UNSAFE BUILDING**

March 17, 2022

Chase & Maas Inc.  
Attn: Mr. John D. Maas  
2370 Edgemere Dr.  
Rochester, NY 14612

**PARCEL ID:** 215.01-1-25  
3316 Rush Mendon Rd.  
Honeoye Falls, NY

Dear Property Owner:

Please be advised that the Mendon Town Board at their regular meeting held on March 14, 2022 has passed the following resolution:

Be it RESOLVED by the Town Board of the Town of Mendon, duly assembled:

Pursuant to Section 117-5 of the Town Code, based upon a report from the Code Enforcement Officer, the Town Board hereby determines that the barn located at 3316 Rush Mendon Road is declared unsafe and hereby orders its demolition. The Code Enforcement Office shall serve on the owner of the property a written notice directing that the building be demolished and removed within 30 days of a hearing to be held by the Town Board on April 11, 2022 at 7:00 PM at its regular Town Board meeting.

This structures roof has collapsed and is unsafe and dangerous to occupy.

Therefore, the owner of the property is hereby ordered to comply with this resolution. Effective immediately, the premises described herein shall be condemned and shall not be occupied. The failed structure must be removed. In the event that the owner fails to comply and remove said structure within the time provided, the structure will be removed by the Town. The land on which the building or structure is located will be assessed for all of the costs and expenses incurred by the Town in connection with removing the building, and such assessment will be against the land on which said building is located.

Respectfully,

Corey Gates  
*Code Enforcement officer*

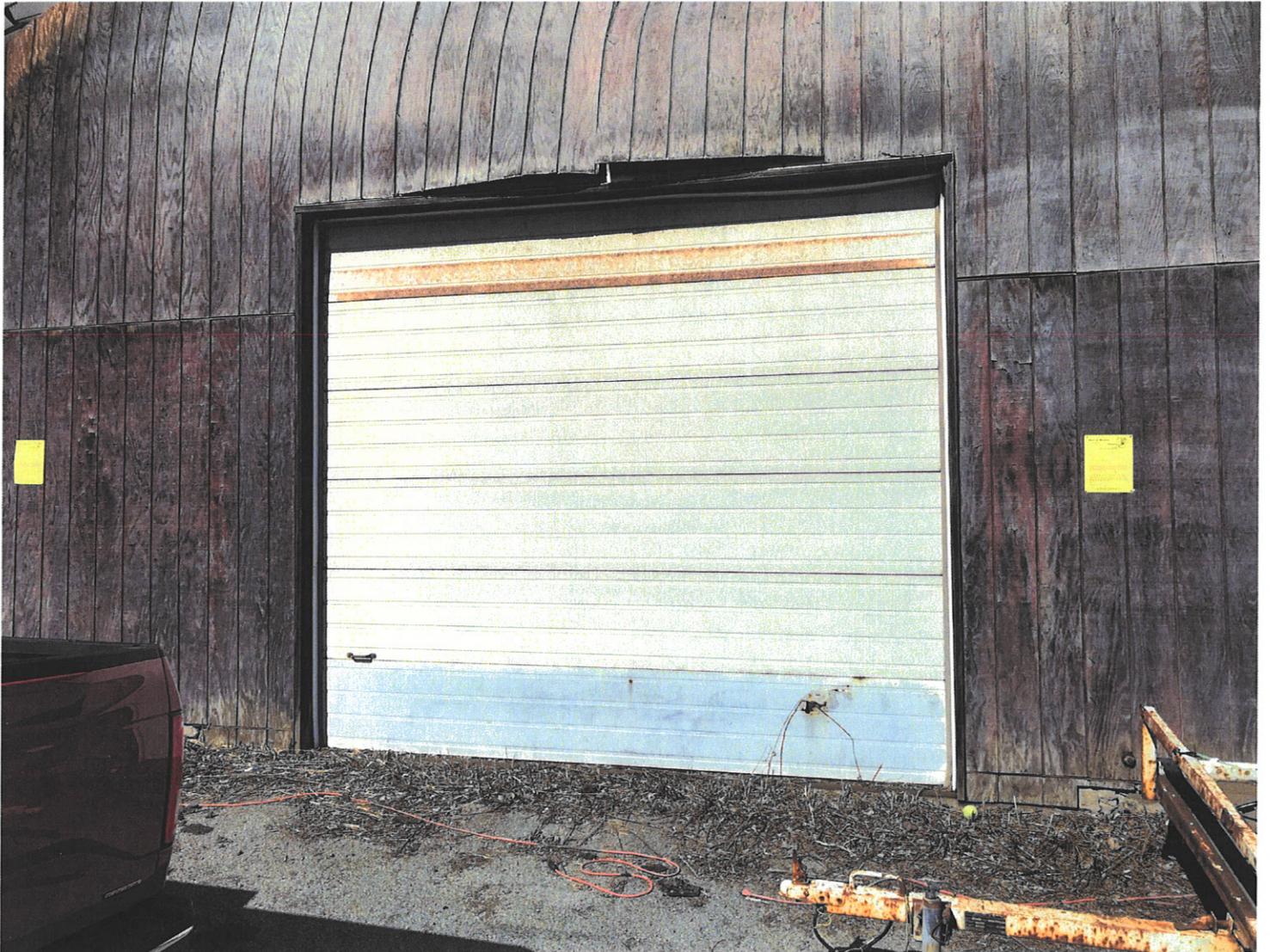




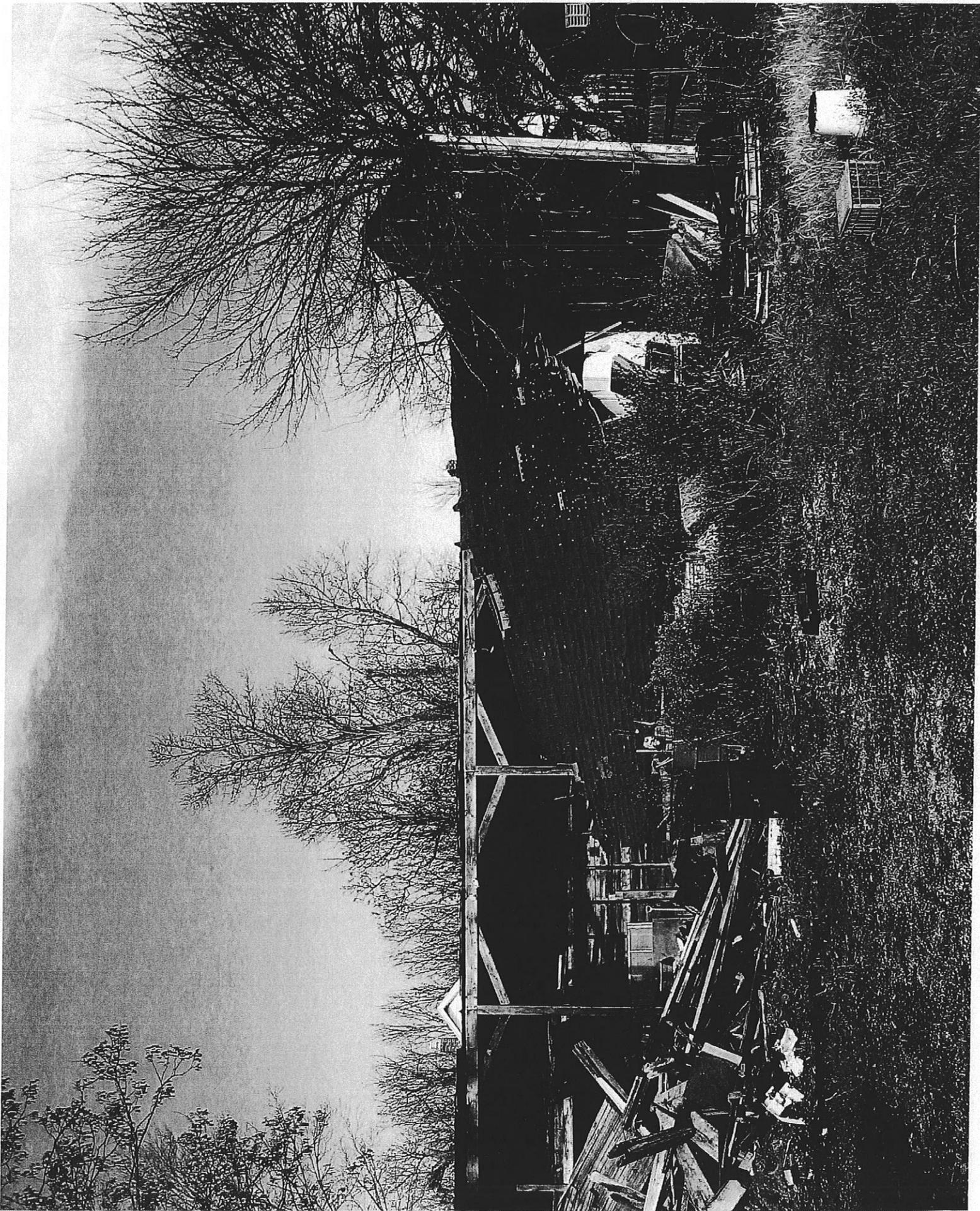




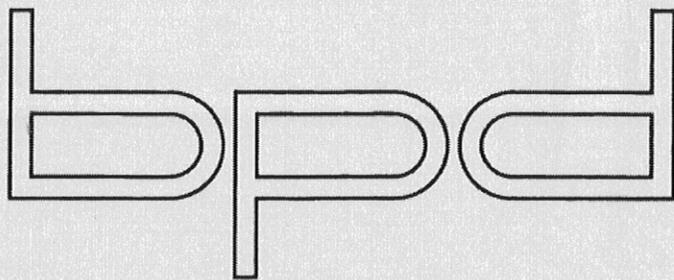












**MUNICIPAL FINANCE**

March 11, 2022

Mr. John D. Moffitt  
Supervisor  
Town of Mendon  
16 West Main Street  
Honeoye Falls, NY 14772

Dear John:

We are pleased to submit the following updated letter for Municipal Advisor services in connection with the Town's Capital Project financings and other financial matters.

The scope of our letter is divided into four parts:

**A TEMPORARY FINANCING**

**PART 1 -** Initial Borrowing and/or Renewal of Bond Anticipation Notes with an Official Statement (\$1,000,000 or more).

**B PERMANENT FINANCING**

**PART 2 -** Sale of Registered Public Market Serial Bonds with an Official Statement (\$1,000,000 or more).

**C OTHER**

**PART 3 -** Continuing Annual Secondary Market Disclosure over the Life of a Bond Issue to Comply with CFR Title 17, Securities Exchange Act of 1934, as amended, Section 240.15c2-12.

**PART 4 -** Financial Management Services

**BERNARD P. DONEGAN, INC.**

345 WOODCLIFF DRIVE, 2ND FLOOR  
FAIRPORT, NY 14450

585 • 924-2145 • FAX 585 • 924-4636

E-MAIL: [team@bpdinc.net](mailto:team@bpdinc.net)





MUNICIPAL FINANCE

Mr. John D. Moffitt

March 11, 2022

Page 2 of 9

## **A TEMPORARY FINANCING**

### **PART 1- INITIAL BORROWING AND/OR RENEWAL OF BOND ANTICIPATION NOTES WITH AN OFFICIAL STATEMENT**

The following items will be completed under this portion of the contract:

- (1.1) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement and Notice of Sale, the Bond Anticipation Note sale, and subsequent closing.
- (1.2) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for public reoffering of issues of \$1,000,000 and more.
- (1.3) Prepare and file the **"Certificate of Filing of Official Statement"** pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (1.4) Create the **Notice of Sale** required by the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 26, and Section 60.00(e) of the Local Finance Law and coordinate the approval of Bond Counsel and subsequent distribution to potential purchasers of the Bond Anticipation Notes along with the Official Statement.
- (1.5) Arrange for **time and location of sale**.
- (1.6) Coordinate and provide **written follow-up** among Town Officials, Bond Counsel and, where appropriate, Project Engineer.
- (1.7) **Conduct the sale** and make a recommendation on the award of the bid.
- (1.8) Arrange for Standard & Poor's **"CUSIP"** (Committee on Uniform Security Identification Procedures of the American Bankers Association) numbers to be assigned to the issue and subsequently printed on the notes, if applicable.
- (1.9) Coordinate and provide **written follow-up** of the note details and **closing arrangements** with the purchaser of the Bond Anticipation Notes, Bond Counsel and/or the Town Attorney, and Town Officials.
- (1.10) If appropriate, **coordinate the payoff of any maturing Notes** with the renewal proceeds among all concerned parties.





MUNICIPAL FINANCE

Mr. John D. Moffitt

March 11, 2022

Page 3 of 9

The charge for each Bond Anticipation Note borrowing or renewal thereof will be \$7,125 plus out-of-pocket expenses. If an Official Statement is not utilized for a Note issue under \$1,000,000, then the charge would be \$3,562 plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

## **B PERMANENT FINANCING**

### **PART 2- SALE OF REGISTERED PUBLIC MARKET SERIAL BONDS WITH AN OFFICIAL STATEMENT**

The following items will be completed under this portion of the contract:

- (2.1) Coordinate the **approval of the maturity schedule** and Bond Counsel's drafting of the certification setting the terms and conditions of the registered serial bond sale.
- (2.2) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement, the Bond sale and subsequent closing.
- (2.3) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for the public reoffering of issues of \$1,000,000 and more.
- (2.4) Coordinate and provide **written follow-up** to Town Officials and Bond Counsel.
- (2.5) Compile the information required and make application on behalf of the Town for a **Standard & Poor's or a Moody's Credit Rating** in connection with the bond sale.
- (2.6) Apply for "Qualification" for **municipal bond insurance**, which would guarantee the repayment of the yearly principal and interest on the Bonds and, subsequently, complete the request for reviews.
- (2.7) Provide **advance notification** of the Bond Sale to banks, brokerage firms and other potential purchasers prior to mailing the Official Statement and Notice of Sale.
- (2.8) Where appropriate, using Certificated Bonds, coordinate the appointment of a **"Fiscal Agent"** bank to act as the required registrar for subsequent payment of principal and interest to registered bond holders. Coordinate the completion and review of the "Fiscal Agent Agreement" among the Town Officials, Bond Counsel and selected bank.





Mr. John D. Moffitt

March 11, 2022

Page 4 of 9

- (2.9) Where appropriate, using **Book-Entry Only** Bonds, coordinate all necessary arrangements with The Depository Trust Company in preparation for the closing.
- (2.10) Coordinate the **printing and mailing of the Official Statement** and the Notice of Sale.
- (2.11) Prepare and file the **"Affidavit of Mailing of Official Statement"** pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 25.3(b).
- (2.12) Prepare and file the **"Certificate of Filing of Official Statement"** pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (2.13) Arrange for legal ad **publication of the Notice of Sale** in compliance with Section 25.2 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York and in compliance with Section 57.00 of the Local Finance Law.
- (2.14) Complete, have executed by Town Officials, and file the **"Debt Statement"** with the Office of the State Comptroller and Bond Counsel in compliance with Section 109.00 of the Local Finance Law.
- (2.15) Arrange for the **location and time of the Bond sale**, and acceptance of the bids.
- (2.16) **Conduct the sale** and make recommendation on award of the Net Interest Cost bid. Coordinate filing copies of the bids with Bond Counsel and the Town Clerk. Coordinate deposit of the proceeds of the "Good Faith" check (2% of issue amount).
- (2.17) Arrange for Standard & Poor's **"CUSIP"** (Committee on Uniform Security Identification Procedures of the American Bankers Association) **numbers** to be assigned to the issue.
- (2.18) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and Town Officials. Provide written confirmation of the net amount to be received at the closing including the principal, good faith check, premium and accrued interest as applicable.
- (2.19) If appropriate, **coordinate the payoff of any maturing Notes** with the bond proceeds among all parties concerned.

We will assist the Town in planning its total budget for the project and, in doing so, we will prepare a list of materials, outside services, disbursements and the estimated costs for items such as bond register bookkeeping system, credit rating, printing and mailing of the Official Statement, and publications of the Notice of Sale. The aforementioned materials, outside services and disbursements will be the responsibility of the Town.





The charge for each serial bond issue will be \$14,135 plus out-of-pocket expenses. If an Official Statement is not utilized for a Bond issue under \$1,000,000, then the charge would be \$7,067 plus out-of-pocket expenses. The fee quoted herein will be adjusted by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

**C OTHER**

**PART 3- CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE OVER THE LIFE OF A BOND ISSUE TO COMPLY WITH CFR TITLE 17, SECURITIES EXCHANGE ACT OF 1934, AS AMENDED, SECTION 240.15c2-12**

The above-referenced Section 240.15c2-12 requires the Town, as the issuer of \$1,000,000 or more, "to enter into a written agreement to provide certain event notices and/or annual financial information to the Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board ("MSRB)." The regulation makes it unlawful for a broker or underwriter to purchase and reoffer the Town's issue unless the broker has verified that the Town has undertaken the above-referenced "written agreement or contract for the benefit of the bond holders." Services rendered for compliance will depend directly upon the amount and type of indebtedness incurred by the Town and will be billed at the firm's current hourly rate.

- (3.1) **FULL DISCLOSURE** - The Town is required to annually prepare and file a secondary market disclosure official statement (financial information and operating data); audited annual reports, if any; and Material Event Notices to MSRB's EMMA system, if the Town's total outstanding indebtedness, including the current issue, exceed \$10,000,000. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the Town. The time estimate under the current configuration of Section 240.15c2-12 is approximately 25± hours.
- (3.2) **LIMITED DISCLOSURE** - The Town is required to, at a minimum, file certain annual financial information and operating data which is customarily prepared by the Town and is publicly available and a copy of the audited financial statements (if applicable) to MSRB's EMMA system. The Town must also provide Material Event Notices to the EMMA system. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the Town, if the Town's total outstanding indebtedness, including the current issue, is less than \$10,000,000. The time estimate under the current configuration of Section 240.15c2-12 is approximately five hours each year.
- (3.3) **LIMITED DISCLOSURE - EVENT NOTICES ONLY** - The Town is required to file certain "Event Notices" to the MSRB's EMMA system. When "Events" occur during the life of the issue, a determination is needed by Bond Counsel, and we can assist with the filing of the "Event Notices" after being notified by the Town as "Events" occur.





#### **PART 4- FINANCIAL MANAGEMENT SERVICES**

The following representative items can be completed:

- (4.1) Create a **projected cash flow** for the project.
- (4.2) Assist with and coordinate the **wire transfer** of funds from bank to bank through the Federal Reserve System.
- (4.3) Assist with **financial planning** and borrowings and review of borrowing options and scenarios.
- (4.4) Assist in establishing **accounting records** and bookkeeping procedures on the double-entry basis.
- (4.5) Create the format for a **monthly financial report** on the project to summarize the information in the bookkeeping system for management purposes.
- (4.6) Assist in estimating appropriate **debt service budget** figures.
- (4.7) Attend and participate in **Board meetings**, worksessions, or public information meetings.
- (4.8) Prepare **interim reports** concerning financial matters of the project.
- (4.9) Obtain an independent market valuation of the current value of **bonds** proposed to be **substituted in lieu of cash retainage** by contractors pursuant to Section 106.00 of the General Municipal Law and provide written follow-up and procedural suggestions for the physical handling of these instruments.
- (4.10) If required by arbitrage rules, coordinate the investment in State & Local Government Series in cooperation with the local bank of account, Bond Counsel and the Federal Reserve Bank in New York City.
- (4.11) Assist with **credit rating review** and/or conference call for bond sale or surveillance call as needed by Credit Rating Agency.

Any time spent assisting the Town Board and Town Officials with the preparation of financial data or attending any meetings or public hearings in connection with the proposed capital project will be billed at the current hourly rate.

The charge for any Financial Management Services will be \$181 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.





MUNICIPAL FINANCE

Mr. John D. Moffitt

March 11, 2022

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## BILLINGS

All billings will include out-of-pocket expenses, which include copies, postage, mileage, travel, and any other incidental costs in connection with the project.

- PART 1- BOND ANTICIPATION NOTE BORROWINGS WITH AN OFFICIAL STATEMENT (\$1,000,000 OR MORE)** - Vouchers will be submitted after settlement of the Notes.
- PART 2- SALE OF REGISTERED PUBLIC MARKET SERIAL BONDS WITH AN OFFICIAL STATEMENT (\$1,000,000 OR MORE)** - Vouchers will be submitted after settlement of the Bonds.
- PART 3- CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE** - Vouchers will be submitted after verified filing of the required information with the specified repositories.
- PART 4- FINANCIAL MANAGEMENT SERVICES** - Vouchers may be submitted on a monthly basis.

Additional work beyond the scope of this March 11, 2022 letter of services will be at the rate of \$181 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Vouchers for any services provided may be submitted on a monthly basis.

If the services under any portion of this contract are commenced, but are not completed for any reason, or are completed without our firm performing the entire role contemplated herein, an invoice will be rendered for the actual hours completed at the firm's normal hourly rate, plus actual disbursements incurred.

Any services in the nature of financial advice are to be performed by our firm to the best of our abilities based on such information as may be available to us from time to time when such advice is given. No liability is assumed, however, for any errors or omissions not constituting gross negligence.





MUNICIPAL FINANCE

Mr. John D. Moffitt

March 11, 2022

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Upon acceptance of this letter of services, please **sign and date**, retaining one signed copy for the official Town records, and **returning a signed copy to our office**.

This letter of intent and the fees quoted herein are valid if accepted and executed within 60 days of the date hereon.

Bernard P. Donegan, Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board. The MSRB website is <http://msrb.org/>. A municipal advisory client brochure is available to you describing protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority.

Pursuant to SEC MSRB Rule G-42, this letter of services should be in place prior to municipal advice being given. Further, under Rule G-42, we are not aware of any known material conflicts of interest with your municipality. The firm has not been subject to any legal or disciplinary proceedings under SEC regulations. The Company's SEC Forms MA and MA-I can be found at [www.sec.gov/edgar/searchedgar/webusers.htm](http://www.sec.gov/edgar/searchedgar/webusers.htm).

If you should have any questions concerning this letter of services, please contact us. We look forward to continuing to work with the Town.

Very truly yours,

Charles A. Bastian  
President

CAB/jam  
Enclosures



I, \_\_\_\_\_, Supervisor of the Town of Mendon, have been authorized by a resolution dated \_\_\_\_\_ to accept the Bernard P. Donegan, Inc. letter for Municipal Advisor Services as outlined above.

(Signed) \_\_\_\_\_

(Dated) \_\_\_\_\_



**TOWN OF MENDON**

**RESOLUTION AUTHORIZING EXECUTION OF LETTER FOR  
MUNICIPAL ADVISOR SERVICES**

At a \_\_\_\_\_ meeting of the Town Board of the Town of Mendon, Monroe County, New York, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, the following were:

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_, to wit:

BE IT RESOLVED BY THIS TOWN BOARD AS FOLLOWS:

- (1) The firm of Bernard P. Donegan, Inc., is hereby designated Municipal Advisor to the Town of Mendon.
- (2) Said firm shall be compensated for its services to be rendered in accordance with its letter of services dated March 11, 2022.
- (3) The Supervisor is hereby authorized to execute and deliver said letter of services.
- (4) This resolution shall take effect immediately.

The motion having been duly offered and seconded, the following votes were cast:

_____	voting	_____



December 2, 2021

John Moffitt  
Town of Mendon Supervisor  
16 West Main Street  
Honeoye Falls, NY 14472-9210

**Re: Letter of Interest for Library Board of Trustees**

Dear Supervisor Moffitt:

I recently became aware of the opening on the Library Board of Trustees and hereby ask that I be considered for that position. I have lived in the Town of Mendon for approximately 27 years and have been a supporter of, and frequent visitor to, the library throughout that time.

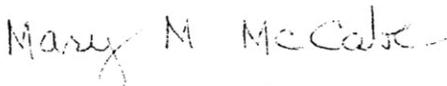
I am an attorney by training, and believe that knowledge and education are vital for success – whether as an individual or a community. A strong library contributes to both, and I would be honored to advocate for and support the library as a member of the Board of Trustees.

As an attorney I worked at large law firms, in-house at a corporation and most recently I performed research for Mike Tobin (the former Village attorney). Throughout my career I have utilized a pragmatic approach to projects, in which I emphasize not only the law, but also what is economically possible within the law. This approach reflects my strong background in economics (in which I minored in college) and my aptitude for math.

In the past, I served as the treasurer for the United Methodist Church and organized and updated all bookkeeping for the church. My work as treasurer for the church helped them to prioritize spending, increased transparency as to revenue and financial expenditures, and enabled the church to comply with designated charitable donations.

I believe that my background would be useful for the Library Board of Trustees and I ask that you consider me for the open position on the Board.

Sincerely,



Mary M. McCabe  
674 Quaker Meeting House Road  
Honeoye Falls, NY 14472-9210  
[m3@rochester.rr.com](mailto:m3@rochester.rr.com)



Please type or print clearly  
 in blue or black ink

Received Date

**Standard Work Day and  
 Reporting Resolution for  
 Elected and Appointed Officials**

Employer Location Code

30167

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

**RS 2417-A**

(Rev. 11/19)

BE IT RESOLVED, that the TOWN OF FLEMING hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

(Name of Employer)

(Location Code)

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Thomas Dubois	6589	R12831024	Town Board	11/20-12/31/23	7	2.48	<input type="checkbox"/>	B-1-neck	<input type="checkbox"/>
<b>Appointed Officials:</b>									
Dustin Cichon	0061	R12986051	Zoning Board	1/21-12/31/25	7	2.29	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_ of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Name of Employer)

\_\_\_\_\_  
 (Signature of Secretary or Clerk)

**Affidavit of Posting:** I, \_\_\_\_\_ being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ (Name of Secretary or Clerk)

\_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the: \_\_\_\_\_ (Date)

Employer's website at: \_\_\_\_\_

Official sign board at: \_\_\_\_\_

Main entrance Secretary or Clerk's office at: \_\_\_\_\_



(seal)

